



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: JULY 10, 2014
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on July 16, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Parking Proposed Rate Changes
4. 12-14 Bradley St Code Enforcement Appeal
5. Minutes of 5-21-14

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: July 10, 2014
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **July 16, 2014**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Election of Chair & Vice Chair
- 2 Agenda
- 3 5 Min Thanks to Outgoing Commissioner - Mark Porter
- 4 5 Min Public Forum
- 5 10 Min Consent Agenda
 - 5.10 Champlain College Shuttle Temp Stop
 - 5.20 Handicap Parking Title Change
 - 5.30 Colchester Ave Taxicab Stand Removal
 - 5.40 CarShare VT – Request for New Parking Spot
 - 5.50 Remove Two Stop Signs at Elmwood Ave & Spring St
 - 5.60 Communication on Wastewater Charges
 - 5.70 Commission Annual Report

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 6 35 Min Parking Proposed Rate Changes
 - 6.10 Presentation, P. Buteau & C. Spencer
 - 6.20 Public Input
 - 6.30 Discussion
 - 6.40 Decision

- 7 15 Min 12-14 Bradley St Code Enforcement Appeal
 - 7.10 Communication, W. Ward
 - 7.20 Discussion
 - 7.30 Decision

- 8 40 Min North Avenue Corridor Study
 - 8.10 Oral Communication, N. Losch
 - 8.20 Discussion

- 9 15 Min Sidewalk System Funding
 - 9.10 Oral Communication, N. Losch
 - 9.20 Discussion

- 10 Minutes of May 21, 2014

- 11 Director's Report

- 12 Commissioner Communications

- 13 Adjournment & Next Meeting Date – Sept 17, 2014



MEMORANDUM

July 10, 2014

TO: Public Works Commission
FROM: Colin Brett CB
RE: Champlain College Shuttle stop request

Background:

Staff received a request from John Caulo of Champlain College for a shuttle drop off/pick-up space on Maple Street. The normal shuttle stop is currently unavailable due to construction. Champlain College is requesting that a temporary (for the calendar school year 2014/2015) shuttle space be implemented in order to accommodate the shuttle. The Spinner Place Shuttle runs during the Champlain College school year (late August through May), transporting students back and forth from off-campus housing in Winooski. The shuttle runs on a half-hour schedule between 7am and 9pm daily. The shuttle stops on the south side of Maple Street between South Willard Street and Summit Street.

Observations:

The current shuttle stop is unavailable due to construction. With construction underway the shuttle stops mid-block in traffic to drop off/pick up students. This can cause unnecessary traffic back-ups, especially during peak hour times. In order to allow unobstructed traffic circulation the shuttle needs a bus stop established out of the lane of travel along the curblane further west. The proposed shuttle stop will begin on the west side of the driveway (west of the loading zone) and extend 60' west down the south side of Maple Street. Three parking spaces will need to be removed to allow for the shuttle space to be implemented. This will result in a sixty foot space that will accommodate a forty-five foot long bus.

Conclusions:

The current drop off/pick-up is not effective and should be altered. A shuttle running with a half hour frequency at this high volume location should have a designated drop off/pick-up area.

NB 7/10/14

Recommendations:

Staff recommends that the commission adopts the proposed shuttle drop off/pick-up space.





CHAMPLAIN COLLEGE

163 South Willard Street
P.O. Box 670
Burlington, VT 05402-0670
(802) 860-2700 | (800) 570-5858
fax (802) 860-2767
www.champlain.edu

3 June 2014

Mr. Norm Baldwin, City Engineer
Burlington Department of Public Works
PO Box 849 – 645 Pine Street
Burlington, VT 05401

RE: Champlain College
Temporary Shuttle Bus Drop-Off along Maple Street

Dear Norm:

As a follow up to our recent conversations, let this correspondence confirm a request by Champlain College to create a shuttle bus drop-off area along the south side (eastward bound) of Maple Street mid-point between South Willard Street and Summit Street. As we discussed, we would like to appropriate 2-to-3 unmetered parking spaces across from Harrington Terrace for this purpose. Specifics follow:

The *Spinner Place* shuttle bus currently operates approximately nine (9) months per year (between late August and the following early May), carrying undergraduate students to/from off-campus housing located in downtown Winooski. The daily bus schedule (M-F) generally operates on the ½ hour, between 7am and 9pm.

Currently, the bus stops mid-block in traffic to allow students to disembark. The proposed drop off area would more safely accommodate onboarding without interfering with ongoing maple Street traffic.

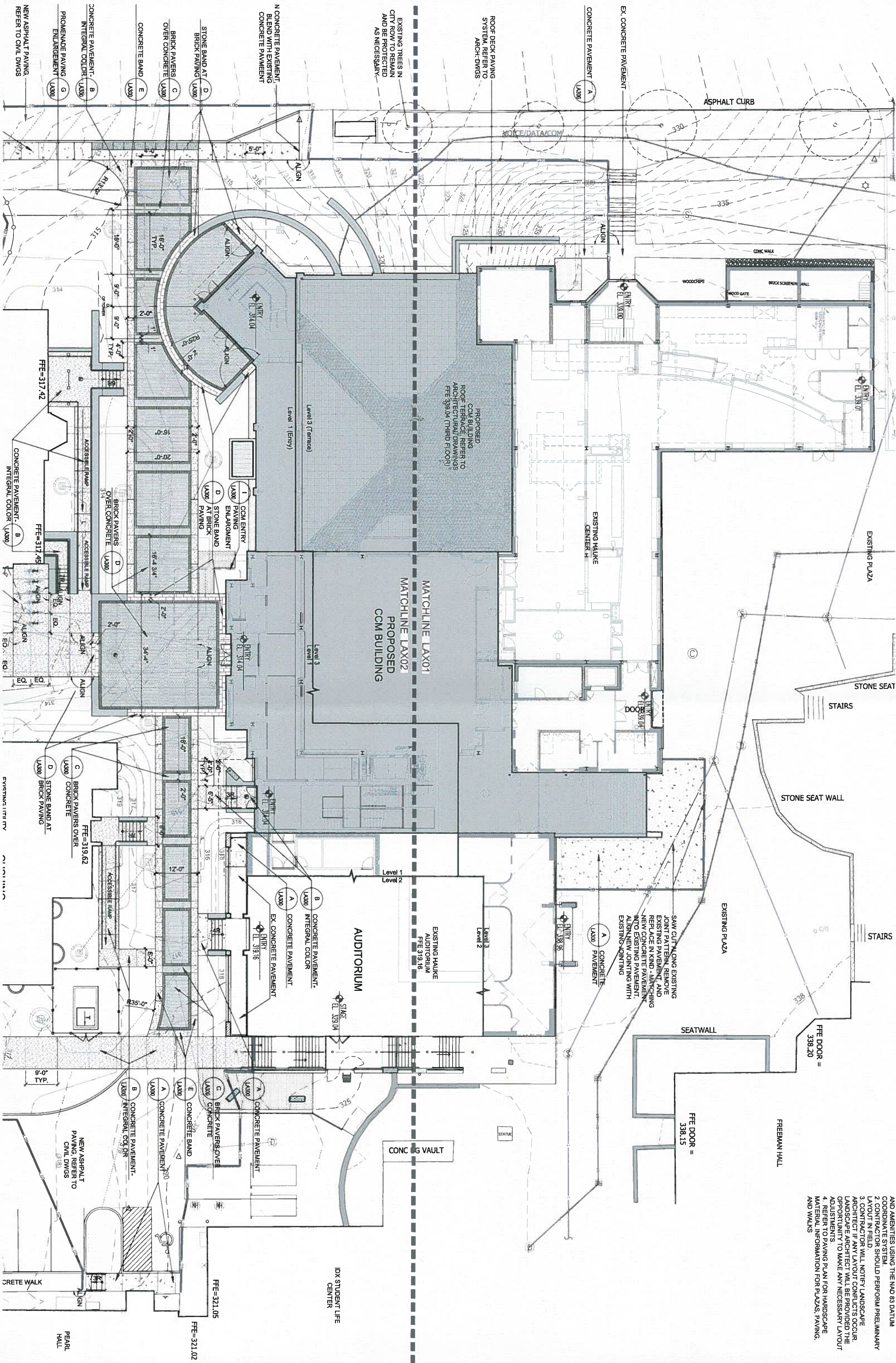
Our desire is to have a solution in place before mid-August, so we are prepared for the fall semester and run through the 2014/2015 academic year. We appreciate the City's consideration of this request. If additional information is required, please advise.

Sincerely,

John Caulo
Associate Vice President – Campus Planning & Auxiliary Services

2. CONTRACTOR SHOULD PERFORM PRELIMINARY LAYOUT IN FIELD.
3. CONTRACTOR WILL NOTIFY LANDSCAPE ARCHITECT IF ANY LAYOUT CONFLICTS OCCUR.
4. LANDSCAPE ARCHITECT WILL BE PROVIDED THE OPPORTUNITY TO MAKE ANY NECESSARY LAYOUT ADJUSTMENTS.
5. REFER TO PAYING PLAN FOR HARDSCAPE MATERIAL, INFORMATION FOR PLAZAS, PAVING, AND WALLS.

COLIN P. LINDBERG. A.I.A.

[illegible]



MEMORANDUM

June 4, 2014

TO: Public Works Commission
FROM: Colin Brett CB
RE: Handicapped parking title change

Background:

In an effort to project a policy more consistent with our community's current views it is recommended that Appendix C, Section 7A of the Code of ordinances be changed from 'Handicapped spaces designated.' to 'Accessible spaces designated.'. This will project a more positive view towards people with disabilities.

Observations:

Section 7A in Appendix C Rules and Regulations of the Traffic Commission currently reads as follows:

7A Handicapped spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. 1325, or any amendment or renumbering thereof:

The proposed title would read:

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. 1325, or any amendment or renumbering thereof:

Recommendations:

Staff recommends changing the title of Section 7A of the Code of Ordinances from 'Handicapped spaces designated.' to 'Accessibility spaces designated.'

CB 7/9/14



MEMORANDUM

July 10, 2014

TO: Public Works Commission
FROM: Colin Brett *CB*
RE: Colchester Avenue Taxicab Stand Removal

Background:

Staff received a request from Kathleen Brisson, a resident of Colchester Avenue, asking for the removal of the taxicab stand in front of 495 Colchester Avenue. Since the request it was determined that the taxicab stand was signed wrong and the traffic division has moved the sign to reflect the traffic regulation. The traffic regulation stated that the first 2 spaces on the east side of Colchester north of Barrett Street are reserved for taxi cabs only. Staff talked to the owners of Dominoes, Sharon and Steve Litwhiler, and they agreed that they would like the taxicab stands removed and replaced with 30 minute parking spaces.

Observations:

There are only two properties on the east side of Colchester Avenue between Barrett Street and Mill Street. At 485 Colchester Avenue, Dominos is at grade with 2nd and 3rd floor residential apartments. The second property, 495 Colchester Avenue has a number of apartments and the driveway to this building is on Mill Street. Most of the tenants of this property park on Mill Street or on Colchester Avenue adjacent to the taxicab stand.

Ms. Brisson informed staff that she had not seen the taxicab stand used in the 20 years that she has owned 495 Colchester Avenue. Staff talked to the owners of Dominos, Sharon and Stephen Litwhiler, and they said that they see the taxi cab stand used very sparingly. They would like to see the taxi cab stand replaced with a 30 minute parking space because they would like to have some parking for their customers. They are afraid that if the taxi cab stand is removed their customers will have trouble finding places to park when picking up their food.

Staff talked to 3 of the local taxi companies, Greene Cab, Dunwright Taxi, and Benway's and determined that Benway's was the only company that used these particular spaces. They

WB 7/10/14

said that they get called to this location about twice a week. None of these three companies said that they post up in this location.

Conclusions:

Removing the taxicab stand and replacing it with a couple 30 minute parking spaces will allow customers visiting Dominos to park and pick up their food quickly as well as short term parking for Dominoes Delivery Drivers. These short term spaces would also allow taxi's to park and pick up their customers when they get called to the area.

Recommendations:

Staff recommends that the Commission:

- Adopt the removal of the two taxicab stands in front of 485 and 495 Colchester Avenue.
- Adopt 30 minute parking on the east side of Colchester Avenue starting at the corner of Colchester Avenue and Barrett Street and extending north 60 feet.

Requests for Service (/Main.aspx)

#2955 Assigned

Planning

Technical Services

Traffic Requests

Location: 495 Colchester Avenue

Resident has requested the removal of the taxi parking space in front of 495 Colchester Avenue

Attachments

No Attachments

Browse... No file selected.

Upload Attachment

Assigned to: Colin Brett**Requested by:** kathleen
Brisson**Opened:** 10/31/2013**Entered By:** Joel Fleming**Due:** 2/28/2014**Work History**[Add Work History](#)

Date	Staff Person	Description
05/21/2014	Joel Fleming	Litwhilers had item pulled off the commission agenda in March and again in May. Details
03/10/2014	Joel Fleming	Staff plans on bringing this item to the DPW Commission Meeting in March. Staff plans on meeting the Litwhilers on site Thursday. Details
02/05/2014	Joel Fleming	Staff is waiting to hear back from the Litwhilers. I left a message with Stephen and he said he would have his wife get back to me. if i do not hear back from them before Friday I will give them another call. Details
01/13/2014	Joel Fleming	Staff is calling cab companies in Burlington to see if this space is used. Details
12/31/2013	Joel Fleming	Staff talked to the Litwhilers, owners of Dominoes, and they said that they do see the taxi cab stand used and would not like it removed. Details

12/18/2013	Joel Fleming	Staff contacted the owners of the dominoes at 485 Colchester Avenue and left a message with Sharon Litwhiler. She did not know if the space was used but said she would have her husband contact staff.
------------	-----------------	---

Details

12/10/2013	Joel Fleming	Staff visited the site and determined that the taxi cab space can and should be removed.
------------	-----------------	--

Details

10/31/2013	Joel Fleming	inserted into system
------------	-----------------	----------------------

Details



Riverside Avenue

Unrestricted Parking

Remove 2 Taxi
Cab Stands
Proposed 30
minute spaces

Truck Loading
Zone

Barret Street

Mill Street



MEMORANDUM

July 9, 2014

TO: Public Works Commission
FROM: Colin Brett *CB*
RE: CarShare Parking Request

Background:

CarShare Vermont has been in operation since 2008. CarShare Vermont has worked closely with the Department of Public Works staff in implementing new locations for their vehicles. The CarShare Vermont vehicle locations are ever evolving, if a vehicle is not being used at or near full capacity then CarShare Vermont will move the location. CarShare Vermont does not ask for spaces in areas where they will not have enough members using their cars. The Department of Public Works supports the CarShare initiative. Studies show that for each CarShare vehicle put in circulation 15 vehicles are removed from the roadway because members feel they no longer need a personal vehicle. This translates to fewer vehicles on the road, more money in members' pockets, less impermeable surfaces due to residents removing or downsizing their driveways, and lastly less pollution. CarShare Vermont currently has a fleet of 16 vehicles. Staff received a request from CarShare for one parking space on the South side of Locust Street next to Callahan Park.

Observations:

CarShare has recently added another vehicle to their fleet and is seeking a space for it. CarShare Vermont has requested an additional space on the south side of Locust Street at Callahan Park. Currently this space is used as parking for Callahan field. The requested spot is adjacent to an existing CarShare vehicle spot. The existing vehicle (a Prius) is ideal for short-term use while the new vehicle (a minivan) is geared towards larger groups and/or long term trips. CarShare has also been looking to add the minivan to better suit the needs of their customers. In their user surveys they have had many requests for a minivan as an option in their fleet. Given these requests and the proximity of the proposed spot to the 5 Sisters neighborhood this location would be ideal for members (especially young families) looking to utilize the options CarShare has to offer.

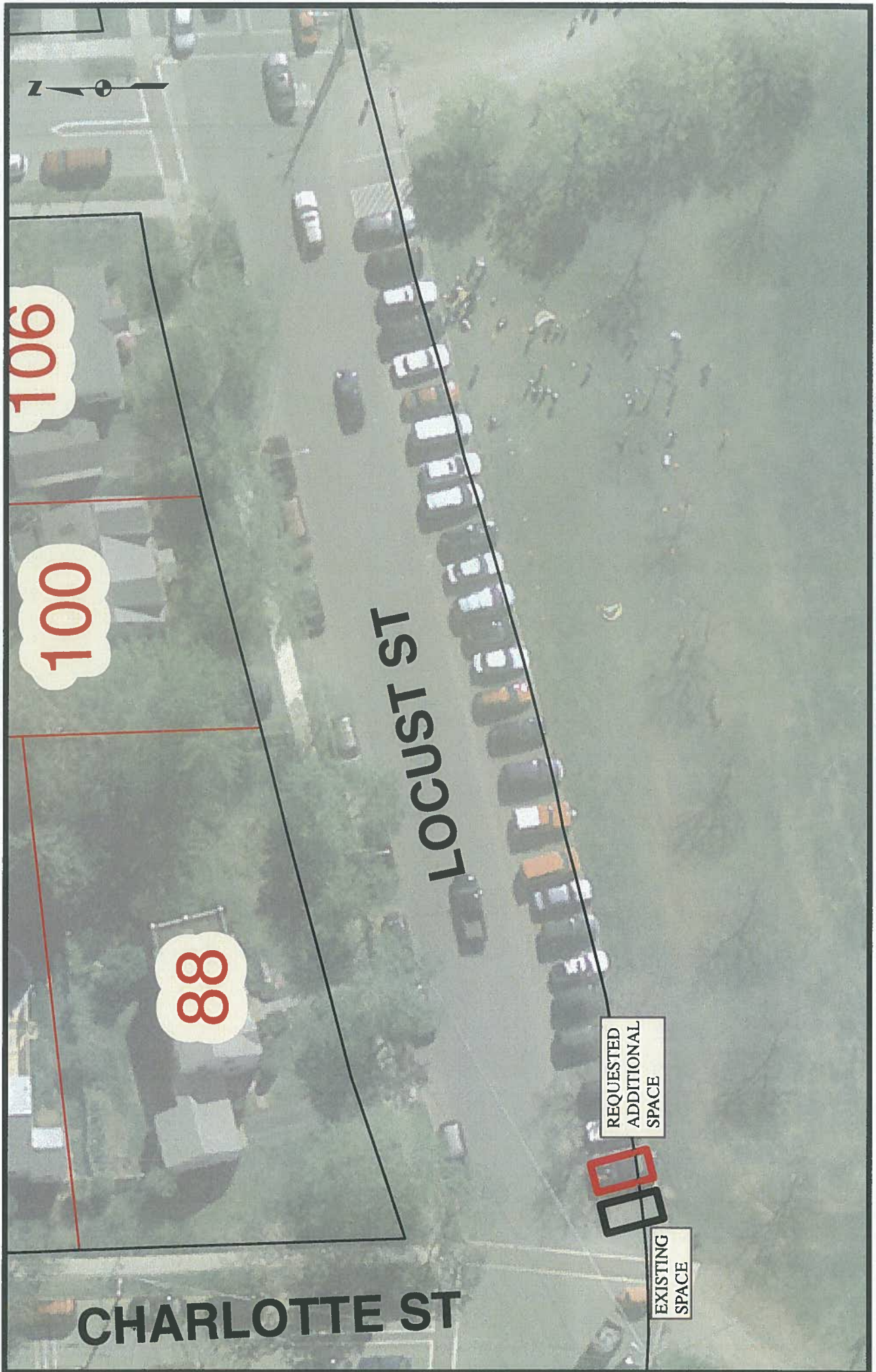
Conclusions:

The addition of a spot on Locust Street at Callahan Park would not only give members access to an extra vehicle for use but it would also provide a wider variety of vehicles in order to better suit their needs.

Recommendations:

Staff recommends the Commission adopts a CarShare space on the south side of Locust Street at Callahan Park.

NB 7/9/14



About CarShare Vermont

Founded in 2008, CarShare Vermont is a 501(c)(3) nonprofit organization that works to reduce car dependence and improve mobility options for Vermonters. Our mission is to provide a convenient, affordable, and reliable alternative to private car ownership that enhances the environmental, economic, and social wellbeing of our region and planet. In fulfillment of this mission, CarShare Vermont operates an efficient car-sharing service, conducts widespread community outreach, and partners with a range of local organizations to cultivate a more sustainable and equitable transportation system. Car-sharing is a neighborhood-based, short-term shared mobility service that makes vehicles available on a per-use basis to a group of members.

CarShare Vermont currently has 900+ members, including local residents, businesses, and students from area colleges, sharing 13 fuel-efficient cars, a minivan, and a small pickup truck. Our members can reserve any vehicle in our network online or by phone for as little or long as needed, self-access it using an electronic key, and drive. Members pay by the hour and mile; rates include fuel and insurance. Anyone can join CarShare Vermont who is at least 18 years old and has a clean driving record.

The impacts of car-sharing are significant. Research shows that households that participate in a car-sharing program reduce their emissions by .82 tons per year and reduce their driving by 40-60%. Further, each shared vehicle put into circulation is shown to remove an average of 15 from the road as participants opt to shed their personal vehicles. CarShare Vermont's impacts are consistent with these findings; 60% of our members report selling or opting not to purchase a vehicle. Additionally, 50% of our members report increasing the amount they walk and bike.

Car-sharing is effective at cutting car use for several key reasons. First, car ownership is the number one indicator of car use—when people own a car, they drive it more than necessary. When car-sharing replaces a personal car, people simply drive less. Second, because car-sharing makes the costs of car use obvious on a per trip basis, people have financial incentive to choose more cost-effective means of getting around, such as walking, biking, and using public transit. Not only does the environment benefit from this behavior change; our historically car-dependent transportation system becomes more equitable by making vehicle access more attainable for everyone.

CarShare Vermont's vehicles are currently used an average of seven hours per day each (compared to the one hour most vehicles in the U.S. are driven). This is right on target for the industry. CarShare Vermont plans to further expand its fleet in 2014 to serve more people and improve vehicle availability, making its service even more reliable and convenient.

Requests for Service (/Main.aspx)

#4519 Assigned

New

Assigned to: Colin Brett

Requested by: CarShare
VT, new spot

Traffic

Bulletin Boards

Opened: 6/10/2014

Entered By: Colin Brett

Location: 73-117 Locust Street

Due: 6/27/2014

per the email from Becca:

Work History

[Add Work History](#)

Good morning Colin,

I'm writing to request an additional CarShare Vermont parking space (beside our existing one) at Callahan Park in the Five Sisters neighborhood. In the past, we've submitted parking requests to Joel, who then adds them to the Commission meeting agenda. I understand that Joel has moved on from the Department of Public Works- we're sorry to see him go- but before he left, he said we should submit future requests to you, at least for the time being. I've attached a memo, which includes all of the details, as well as an image of the exact space we have in mind. I've also attached a one-pager about CarShare Vermont, in case you aren't familiar with the specifics of our organization. It also may be helpful to include it in the packet of documents for the meeting.

I don't see the June agenda or supporting documents up yet, so I'm wondering if there's space for our request this month. I realize this is a lot to ask and I certainly understand if this isn't possible since we are a bit late with our ask. Thank you in advance for your assistance. I've also copied Norm here, just to be sure we reach the appropriate staff person in Joel's absence. Please be in touch if you have any questions at all. I look forward to hearing from you.

Warm regards,

Becca

Attachments

No Attachments

Date	Staff Person	Description
06/10/2014	Colin Brett	Request location moved Details
06/10/2014	Colin Brett	Request location moved Details

To: Colin Brett, Department of Public Works
From: Becca Van Dyke, Operations Manager, CarShare Vermont
Date: June 4, 2014
Subject: Request of Parking Space at Callahan Park

Dear Colin,

I'm writing to request a second parking space at Callahan Park on Locust St. in the Five Sisters neighborhood. Since CarShare Vermont's launch December 2008, we have had a popular pod location (dedicated parking space) in the Five Sisters that has hosted a single vehicle. We would now like to add a second vehicle to this popular location, specifically a minivan.

Car-sharing works best when a variety of vehicles are available to allow people to choose the most appropriate vehicle for their particular trip need. We decided to augment our fleet with a minivan after receiving many requests from our members, as expressed in our annual member survey and general inquiries.

We would like to pair the minivan with our existing Prius at our Five Sisters pod for several key reasons. First, there is an abundance of parking at this location. Second, the pod is centrally located and easy to access by our membership. Finally, the Five Sisters neighborhood has a dense population of families with children. Rather than each family owning its own minivan, they can share ours!

In early June, we went ahead and purchased the minivan and parked it at our existing parking space on Locust St. in the interest of getting it into service as soon as possible. We temporarily moved our original vehicle to a neighbor's driveway on Charlotte St. as a short-term solution while we work to secure a second parking space on Locust St. Please note, we did attempt to secure a permanent off-street, private parking space for one of the two vehicles but have been unsuccessful so far (we pursued this route beginning in March).

We do not want to relocate our original vehicle from the neighborhood; rather, we are requesting a second parking space adjacent to our existing one. Our rationale for grouping the vehicles—which is common practice among car-sharing providers—is because the existing vehicle is more appropriate and fuel-efficient for everyday purposes. We charge premium rates for the minivan—which is intended for uses such as road trips, carrying larger groups, and moving things—and we do not want this to be the only vehicle option in the neighborhood because of its higher cost and reduced fuel efficiency.

I've included a description of the space we're seeking. I've also attached an image. If anything is unclear or if you need any additional information, please let me know.

- **Locust Street at Callahan Park, adjacent to the existing CarShare Vermont space.** We are asking for the space on the east side, not the handicapped space. See included image.

If possible, we'd like to present our request to the Department of Public Works Commission at the June 2014 meeting, though I understand if the agenda is full at this time. Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Becca Van Dyke



MEMORANDUM

July 9, 2014

TO: Public Works Commission

FROM: Nicole Losch

RE: Spring Street stop sign removal
Elmwood Avenue stop sign removal

BACKGROUND

In 2012 a request for traffic calming and neighborhood enhancements was submitted by residents of Spring Street, Walnut Street, and Elmwood Avenue. A proposal to close Spring Street to motor vehicle traffic between Elmwood Avenue and Walnut Street advanced through neighborhood meetings, and neighborhood poll, and review with the Burlington Fire Department. In May 2014 the City Council authorized the City Engineer to design and construct an alteration of Spring Street to restrict motor vehicle access in this block.

Due to the closure of this block of Spring Street (Figure 1), some traffic patterns will change. Two stop signs will be unnecessary and pedestrian crossing of Elmwood Avenue at Spring Street will be accommodated. The design of the traffic calming features themselves is currently underway, with one final neighborhood meeting planned and implementation expected this summer.

RECOMMENDATIONS

Item 1: Staff recommends that the Commission amend the current stop sign locations to remove the stop sign at the intersection of Elmwood Avenue and Spring Street, causing current traffic on Elmwood Avenue to stop, to be effectuated upon permanent closure of Spring Street between Elmwood Avenue and Walnut Street.

Item 2: Staff recommends that the Commission amend the current stop sign locations to remove the stop sign at the intersection of Elmwood Avenue and Spring Street, causing current traffic on Spring Street to stop, to be effectuated upon permanent closure of Spring Street between Elmwood Avenue and Walnut Street.

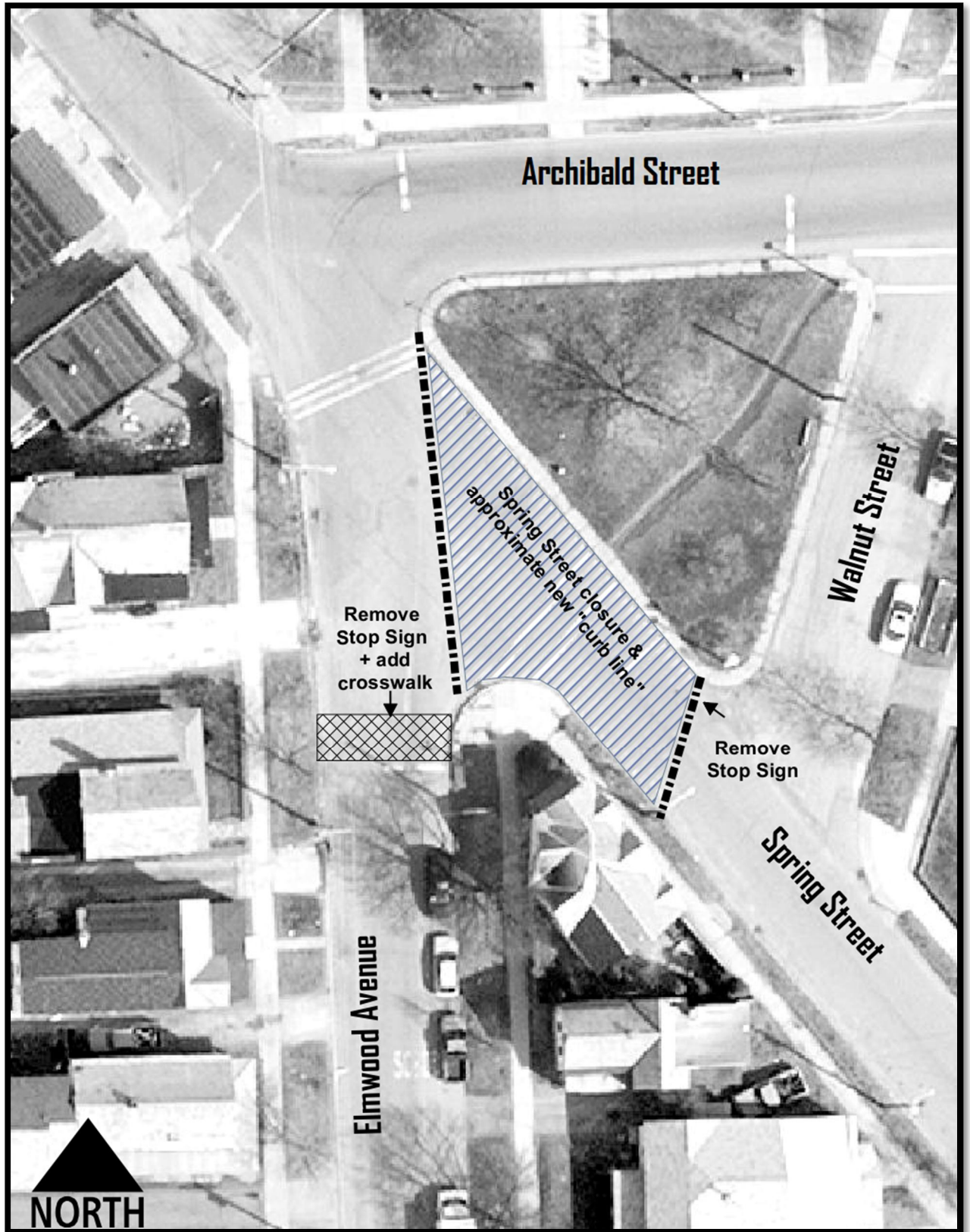


Figure 1: Approved Traffic Calming Concept

Subject: Request for DPW Commission

Date: Wednesday, June 4, 2014 11:28:45 AM Eastern Daylight Time

From: Laurie Adams <LAdams@burlingtonvt.gov>

To: 'seley1@gmail.com' <seley1@gmail.com>

CC: Chapin Spencer <cspencer@burlingtonvt.gov>, Jessica Lavalette <jlavalette@burlingtonvt.gov>, Valerie Ducharme <vducharme@burlingtonvt.gov>, Jennifer M. Kaulius

Good morning Sidney,

Your request was brought to my attention from both our Water/Wastewater billing staff and the Mayor's office. I am attaching for your information the current policy that was adopted in 2002 by the DPW Commission. This information will be included as an item on the DPW consent agenda but will not be put on the deliberative agenda at this time. You may certainly attend and speak at the public forum that is at the beginning of their meetings.

If there is anything further I can provide please let me know. As a consent item the commission can decide if this is an item they want to revisit at a future meeting. In the meantime I hope this is somewhat helpful.

Thank you

Laurie

Laurie Adams
Assistant Director DPW Water Quality
802-863-4501

Subject: FW: waste water charges

Date: Tuesday, June 3, 2014 3:04:41 PM Eastern Daylight Time

From: Jennifer M. Kaulius <jennifer@burlingtonvt.gov>

To: Chapin Spencer <cspencer@burlingtonvt.gov>

CC: Mike Kanarick <mike@burlingtonvt.gov>, Brian Lowe <brian@burlingtonvt.gov>

Hi Chapin,

Please see the note below. Perhaps you could share with Megan Moir and other relevant staff? It looks like Ms. Eley would like this to be discussed at the next DPW Commission meeting as well. Thank you for handling, and please let me know if you need anything else from me.

j

From: Eley Sidney [mailto:seley1@gmail.com]

Sent: Monday, June 02, 2014 4:37 PM

To: Mayor's Office

Subject: waste water charges

Dear Miro Weinberger,

I would like the city to reexamine how the waste water fee is assessed. **All** water coming onto my property is assessed the same. I pay the same rate for water going down my sink as water going on my garden. Currently to qualify for a separate garden water meter I would have to have a professional company come and install an underground system. I have priced out having an underground watering system for my quite large garden. The estimate was over \$5,000. The break-even was 12 years. The system requires the company to return every fall to drain the system. If the pipes freeze and break, the ground needs be excavated again. I suspect that the average resident doesn't have an extra \$5,000 for a 12 year payback. I don't either.

Waste water is costly to treat. It is perfectly logical that the City must be reimbursed for this expense. I completely agree. I can also understand how a committee decided upon this policy. At the time of its formation it very likely that committee members saw too many ways residents could abuse the system and there-by deny the City the revenue it rightly deserves. At first glance this seems like a logical conclusion.

I am not a plumber. However, I suspect that a reputable plumbing company could design a reasonably priced, foolproof second meter system for the garden that **did not** require a professionally installed **underground** system. I do agree that a certified plumber should install the second meter in accordance with City requirements. I have a very large garden. Eight families in my neighborhood plant and grow our vegetables in my back yard every year. We start in April and go through until October. Paying the waste water fee for water to grow our vegetables makes it actually cheaper to just buy them at City Market. We persist for two reasons: Over the years our families have developed a very close bond. We cherish our community. Secondly, I don't charge my friends for the full amount of the water bill because I don't know how much water the garden uses. I only have one meter.

I can appreciate how easy it is to ignore 'exceptions' to rules, especially when the City is financially benefitting. I'm not looking for an exception. I am asking for the rule to be revisited. I am asking for

someone to be assigned the job of finding out how gardeners can have separate meters if they want them. Ofcourse, the resident would pay for this service. Ofcourse, it should be certified. That is completely understood. I am asking that residents have the option of a second meter without the extreme expense of an underground watering system.

The Department of Public Works meets again on June 18th at 6:30. Would you ask them to please look into alternative ideas for a second meter and to put this on their agenda for that meeting. I will be there.

Thank you,

Sidney Eley (ms.)
seley1@gmail.com

Steve Goodkind, P.E.
PUBLIC WORKS DIRECTOR



P.O. Box 878
BURLINGTON, VT
05402
(802)863-4501 P
(802)864-8233 F

Laurie Adams
Assistant Director

MEMO

To: DPW Commission
From: Laurie Adams, Assistant Director *Laurie*
Date: September 27, 2002
Re: Revisions to Water Supply Policies

As a result of the discussion at the September 4 commission meeting we have taken the various staff and consultant recommendations and drafted language to add to the Water Supply Policy Governance section. The proposed new language is underlined in the attached document. Regarding the revenue that would be received as a result of eliminating the discount for large users staff recommends that prior to changing the existing incentives offered under the Water/Wastewater Economic Development Rate that this be considered as part of the FY04 budget preparation.

Revisions adopted 10-8-02

Background for Water Supply Policy Revisions

As a result of a Water/Wastewater Seasonal Rate Study completed by RFC in August 2002 the DPW Commission supported the recommendations made by the consultant and staff at their meeting of September 4, 2002. Staff indicated that they would bring forward draft policies to support these recommendations (E2- Water Supply included).

1. Do not implement a new second meter policy or alternative rate structure at this time.

Both the second meter policy and the alternative rate structures (90% of water usage and winter average) resulted in the greatest increase to wastewater rates over the projected five-year period. In the interest of fairness to all ratepayers (those that still could not afford a second meter and those without lawns or gardens for the alternative rate structure) the DPW Commission does not support a movement towards either of these changes at this time.

2. Eliminate the second block in the water and wastewater rate structures.

The purpose of the two-block rate structure was to begin to encourage large business to locate in Burlington with lower rates. The total of 10 cents between water and wastewater has not shown to be the reason that any business has located in Burlington or stayed. The DPW Commission in 1997 supported the signing of a Departmental Directive for the Water/Wastewater Economic Development Rate that supports the location of businesses starting up with a more significant five-year discount.

In the interest of sustainability the DPW Commission recommends the elimination of the two-block rate structure with a uniform rate structure. This will allow the Commission to consider further expanding the criteria for the EDR and also providing the opportunity to maintain more stable rates for all users.

3. Eliminate the pool filling credit.

Historically for many years the Department has allowed customers to call in readings before and after pool fillings to receive credit on the wastewater portion of their bill. Customers were allowed one pool credit per season with the understanding that this water was not to be discharged to the wastewater collection system. There is no written policy on pool filling credits. The long standing policy has frustrated other ratepayers who are not able to receive credits for lawn or garden watering.

In the interest of fairness to all ratepayers and supporting the environment the DPW Commission policy is to no longer allow for pool filling credits. Drainage of pools should be to the collection system for treatment.

4. Retain the Irrigation Meter Policy.

In 1993 the Department adopted an irrigation policy for the installation of a separate permanently installed meter connected to a permanently installed in ground irrigation system. This allowed customers to water their lawns and pay water only charges on the consumption. To date there are approximately 85 residential irrigation meters leading to the avoidance of over \$30,000 in wastewater charges.

As this is a system that is designed to only water lawns and water should not enter the wastewater collection system the DPW Commission supports the continuation of this policy.

5. Increase the water rate on irrigation meters to cover the cost of inspection, meter reading and billing.

Irrigation meters although paid by the property owner for installation, must be periodically inspected by the Meter Shop to ensure proper use. As a cost of service to these specific users consistent with the Water Supply proposed policy E2.6.5 the water rate on irrigation meters is recommended to be raised 15 cents as part of the proposed FY04 budget. This rate change is intended to cover the extra costs of providing this service such as monthly reading and billing during the months in use, and annual inspection.

POLICY TYPE: ENDS
POLICY TITLE: E2 – WATER SUPPLY
ADOPTED: 1-9-02
LAST REVISED: 10-2-02

There is an adequate and reliable supply of high-quality drinking water.

The Water Division shall ensure that the water treatment plant can produce enough water to handle both the average daily flow and peak demand.

The Water Division shall ensure that the systems that produce and deliver potable water to its customers receive both preventative maintenance and are upgraded following a capital improvement plan.

The Water Division shall continue to participate in initiatives such as the Partnership for Safe Water to ensure that the water quality delivered to its customers not only meets Federal and State regulations but exceed them when it is determined to be in the best interest of the customers served.

Expenses:

DPW shall continue to explore all areas in the operating budget that lead to the reduction in costs without jeopardizing the capital needs of the system.

E2.1. DPW shall continue to work with the water plant operators through any reasonable innovative approach to reduce overtime.

Accordingly, the Director shall neither cause nor allow:

E2.1.1. An approach that does not benefit both the water ratepayers and the water plant operators.

E2.2. The 5-year capital plan for the water supply system shall include all aspects of the water distribution system including mains, valves and storage.

Accordingly, the Director shall neither cause nor allow:

E2.2.1. The creation of a plan that fails to ensure the integrity of the basic operation and maintenance of the water distribution system.

E2.2.2. The development of a 5-year plan that provides for replacement only of old and undersized mains.

E2.3. The Water Division shall continue to pursue efforts to move to the next generation of automatic meter reading.

Accordingly, the Director shall neither cause nor allow:

- E2.3.1. A reduction in staff that is neither the result of attrition, or reassignment to other areas in the system in need of attention.
- E2.3.2. A program that leads to the direct cause for the need to increase water rates.

Revenues:

- E2.4. The water system property such as elevated tanks shall not be overlooked as a continuing source of revenue for the Water Division through by entering into rental agreements for the use of this space

Accordingly, the Director shall neither cause nor allow:

- E2.4.1. A rental agreement that does not fully maximize the revenue benefit to the department.
 - E2.4.2. An agreement that does not fully review the radio frequency emissions from said installation.
 - E2.4.3. Failure to ensure that the site in question has been previously evaluated for structural integrity as it relates to said installation of equipment.
 - E2.4.4. An agreement that fails to meet any applicable city ordinance or policy.
- E2.5. DPW Water Division shall continue to provide water to other communities and pursue other opportunities as they present themselves so long as there is first an adequate supply for the ratepayers of Burlington.

Accordingly, the Director shall neither cause nor allow:

- E2.5.1. A rate to be charged to said community that does not cover all variable costs and some portion of fixed costs.
 - E2.5.2. A guarantee of a volume of water to said community that would jeopardize the ability to provide adequate service to Burlington users at any time of the year.
- E2.6. The Water Division will ensure rates are at a level to support each fiscal years' budget expenses and that they continue to support any and all bond requirements.

Accordingly, the Director shall neither cause nor allow:

E2.6.1. A rate that does not continue to support the existing Departmental Directive signed in 1997 related to the Water/Wastewater Economic Development Rate

E2.6.2 The implementation of a new second meter policy or alternative rate structure as recommended by the Water/Wastewater Seasonal Rate Study August 28, 2002.

E2.6.3 The continuation of the second block in the water rate. This discount will be recommended for discontinuance in the Fiscal Year 2004 Proposed Budget.

E2.6.4 The continuation of the pool filling policy also as recommended by the Water/Wastewater Seasonal Rate Study August 28, 2002.

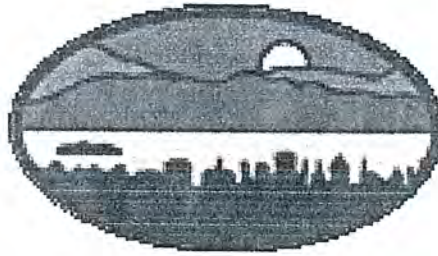
E2.6.5 The elimination of the existing irrigation meter policy.

E2.6.6 The extra cost associated with irrigation meters to be carried at the expense of other ratepayers.

E2.7. When the DPW Water Division generates a cash surplus staff shall recommend uses for this money that will improve customer service and/or reduce customer costs.

Accordingly, the Director shall neither cause nor allow:

E2.7.1. An ongoing commitment to an expenditure of money that cannot be supported when the surplus is no longer available.



City of Burlington

Public Works Department

Review of Existing Rate Design
as it Relates to Seasonal Water Use

Final Report

August 28, 2002

RFC

RAFTELIS FINANCIAL
CONSULTING, PA

W/ WOODCOCK & ASSOCIATES, INC.

Utility Rates & Finance

August 28, 2002

Ms. Laurie Adams
Assistant Director DPW
Burlington Public Works Department
Post Office Box 878
Burlington, Vermont 05402

Dear Ms. Adams:

Raftelis Financial Consulting, PA (“RFC”) is pleased to submit the results of our review of the existing water and wastewater rate design of the City of Burlington (the “City”) as it relates to seasonal water use. The primary focus of the study involves the evaluation of rate alternatives and a policy that would provide customers the option to install a second meter for outdoor water use. Specifically, RFC worked closely with staff from the Burlington Public Works Department (“DPW”) to develop several alternative rate structures that would potentially provide a more equitable method of charging for water and wastewater service during the summer when outdoor water use is prevalent. In order to assess the prospective impact of the second meter policy and the alternative rate structures, RFC developed a financial planning model to forecast the anticipated water and wastewater revenues under each alternative.

1. Background and Objectives of the Study

DPW currently provides water and wastewater services to a stable customer base of approximately 9,800 accounts. These customers are currently assessed water and wastewater charges based on declining two-block rate structures. Water and wastewater charges are based on 100% of monthly water use. However, DPW policy currently provides pool filling adjustments and allows the installation of irrigation meters, which are not charged for wastewater service, for permanent in-ground irrigation systems. At this time, there are less than 100 irrigation accounts.

The current water and wastewater rates are presented in Exhibit 1.

Exhibit 1



Existing Water and Wastewater Rates

	Block 1 (0-3,333 cf)	Block 2 Above 3,333 cf
Water Rates	\$2.49	\$2.44
Wastewater Rates	\$3.07	\$3.02

An unusually dry summer in 2001 resulted in increased outdoor water usage. Customers without irrigation meters were assessed wastewater charges on this increased outdoor water usage that was not returned to the wastewater system. As a result, the DPW is faced with the challenge of determining if it is possible to provide its customers with a more equitable method of charging for outdoor water use, while not forcing wastewater charges to increase significantly to ensure sufficient revenues. To address this challenge, the City engaged the RFC project team, which included Chris Woodcock of Woodcock & Associates, to explore several rate alternatives for the DPW and provide recommendations regarding the implementation of a policy allowing second meters for customers without permanent in-ground irrigation systems.

2. *Second Meter Survey*

As part of the evaluation of the use of second meters for outdoor water use, RFC conducted a survey of local utilities with similar policies. This section describes the utilities participating in the survey, the process for conducting the survey, and the results of the survey.

Survey Sample: RFC and Chris Woodcock selected seven utilities for the second meter policy survey. Each of utility is located in Massachusetts and has similar water related issues to Burlington, such as abundant water resources. The seven utilities surveyed include:

- Mansfield, MA
- Lexington, MA
- Belmont, MA
- Waltham, MA
- North Andover, MA
- Watertown, MA
- Brookline, MA

Survey Process: RFC conducted the survey of the selected utilities in order to compile data related to each utility's second meter policy. Representatives from each utility were contacted and responded to a series of questions about the utility and its second meter policy. Specifically, the questions related to:

- When the second meter policy was implemented;
- The issues that led to the implementation of the second meter policy;
- The number of total water customers that have installed second meters;
- The customer's cost to install the second meter;
- Whether second meter usage is under a different water rate structure than the usage measured by original meters; and
- Whether the second meters are assessed a wastewater charge for water use.

Results of Survey: Based on the responses from the seven utilities, the results and findings of the survey include the following:

- All utilities, except Lexington, implemented the second meter policy to allow customers to avoid paying sewer on outdoor water use;
- Lexington implemented the second meter policy due to increased costs associated with water conservation efforts;
- The percentage of customers that installed second meters ranged from 2% (Watertown) to 40% (Belmont), with the majority of the utilities falling around 10%;
- All utilities except Brookline recover the full cost of the meter and installation;
- All utilities require the customer to pay plumbing costs and the cost to obtain any required plumbing permits;
- All utilities, except Belmont and Brookline, assess second meter water consumption based on a different (higher) rate structure than original meter consumption; and
- None of the utilities assess wastewater charges on second meter water consumption.

A matrix in Appendix A includes a comprehensive list of survey responses.

3. *Definition of Rate Alternatives*

In order to determine an appropriate rate structure, we examined aspects of six rate alternatives. The alternatives consisted of different rate structures, policies, and billing approaches. The rate alternatives were selected based on discussions with DPW staff ("Staff") and our experience with different rate structures and approaches. Each rate alternative is described below.

3.1 Baseline - Current Irrigation Meter Policy with Two-Block Rate Structure

This alternative was developed to demonstrate the anticipated revenue that would result if the City decided not to change its current approach. Under this alternative, the City would not implement a new second meter policy for outdoor water use. Based on the assumptions used to for this alternative, there is no anticipated change in customer demand for the one-meter customers, who would be assessed both water and wastewater charges, or the current irrigation meter customers who would be assessed only water charges. This alternative provides a baseline with which to evaluate and assess the impacts of the other five alternatives.

3.2 Baseline - Current Irrigation Meter Policy with Uniform Rates

This alternative also demonstrates anticipated revenues under the City's current approach, however, it includes the elimination of the current block two water and wastewater rates assessed on monthly consumption above 3,333 cubic feet ("cf"). Therefore, all water usage would be assessed at the same uniform rate for water and wastewater. As a result, this alternative provides the level of additional revenues generated under uniform rates, which could be used to limit future rate increases.

3.3 New Second Meter Policy - Two-Block Rate Structure

This alternative represents an implementation of a new second meter policy under the current rate structure. Although this alternative was evaluated under several sets of assumptions, such as the number of current one-meter customers that may choose to install a second meter and the level of water use by these customers, the alternative presented represents the most likely scenario, based on the survey of other utilities with second meter policies. The assumptions used for this alternative are described in Section 4.2.

3.4 New Second Meter Policy - Uniform Rates

This alternative also represents an implementation of a new second meter policy. However, this alternative was developed to determine the revenue impact if the City decided to also eliminate the current block two water and wastewater rates assessed on monthly consumption above 3,333 cf. Therefore, all water usage would be assessed the same uniform rate for water, while the water usage measured by the inside meters would be assessed a uniform rate for wastewater. The other assumptions for this alternative are the same as the assumptions described above for the New Second Meter Policy - Two-Block Rate Structure.

3.5 Current Irrigation Meter Policy - 90% of Water Usage with Two-Block Rate Structure

This alternative was developed to demonstrate the anticipated revenue that would result if the City decided to adjust its current rate structure to incorporate an allowance for outdoor water use that is

not returned to the sewer system instead of implementing a new second meter policy. Specifically, the City would only assess the wastewater charge on 90% of the water usage observed by the one-meter customers during the five summer months (June through October). (Based on our biennial water and wastewater rate survey, a number of utilities across the country have this type of wastewater rate structure.) Similar to the baseline alternative, there is no anticipated change in demand for water by the one-meter customers, or the existing irrigation meter customers. However, this alternative recognizes outdoor water use that is not returned the sewer system by reducing the consumption of one-meter customers by 10% in the five summer months.

3.6 Current Irrigation Meter Policy - Winter Average Water Usage with Two-Block Rate Structure

This alternative is similar to the 90% of Water Usage alternative. However, instead of reducing the actual consumption by 10% during the five summer months, this alternative assesses wastewater charges during the five summer months based on the customer's average winter water consumption. Specifically, the City would assess wastewater charges to one-meter customers from June to October based on the average water consumption observed from January through March for each customer. The average winter water consumption was determined to be approximately 720 cf per account for the accounts in the block one interval and approximately 13,600 cf per account for the accounts in the block two interval. Again, there is no anticipated change in customer demand for water by the one-meter customer or the existing second meter customers.

4. *Evaluation of Rate Alternatives*

Once the project team selected the appropriate rate structure alternatives, we began the evaluation of each rate structure. In order to complete the evaluations, we developed abbreviated rate models, defined assumptions, and estimated the revenues and rates for each of the alternatives. The following sections describe our study process, our assumptions, and the study results.

4.1 Process

We began the project by developing a model based on the current rate structure. The model included schedules that projected the water and wastewater operating expenses, which were based on the FY 2003 Budget, and the capital (debt service) expenses. The model also included a schedule projecting water demand and water and wastewater billable units. Again, the billable units were based on the FY 2003 Budget and projected forward. The billable units data was then used to estimate expected revenues. These revenues were compared with the projected expenses in each year.

Once the baseline model was completed, we developed modified models for each of the alternative analyses. The capital and operating expenses were assumed to remain constant for each rate alternative. The primary change in the alternatives was the estimate of billable units. Certain rate alternatives impact usage and the number of billable water and wastewater units in a unique manner. Therefore, we needed to incorporate the different estimates of billable units in each model. The other change was to the rate structure. Two of the alternatives involved eliminating the second block and having a uniform rate structure.

4.2 Assumptions

In order to project expenses and adjust billable units, we needed to make a number of assumptions. We worked with Staff to develop an appropriate set of assumptions. The primary assumptions included:

- a) Escalation rate for billable units;
- b) Escalation rate for operating expenses;
- c) Number of installations of second meters;
- d) Additional water use by customers that install second meters; and
- e) Allocation of billable units between rate blocks.

These assumptions are discussed below and Appendix B includes a list of assumptions used in the models.

A. Escalation of Billable Units

We assumed that there would be no growth in the number of billable water and wastewater units. According to Staff, consumption and billable units have not shown a pattern of increasing or decreasing over the last few years, and there is no reason to believe that this stable usage pattern will change in the near future.

B. Escalation of Expenses and Other Revenues

We used an annual escalation rate of 1% for water operating expenses and 3% for wastewater operating expenses. We began with the projected CPI for the northeastern U.S (Boston), which ranged from 2.0% to 2.6%, and modified these percentages based on recommendations by Staff. To be conservative, we assumed no growth in other revenues, such as sales to other governments or sludge revenues.

C. Installation of Second Meters

We had to estimate the number of customers that would install second meters if the Commission chose to allow this option. Since the survey indicated that a number of communities had around 10% of their customers install second meters, we assumed that 10% of the City's customers would install second meters. We assumed that the second meter installations would occur over a three-

year period. In particular, we assumed that 5% of the customers would install second meters in fiscal year (FY) 03, followed by 3% and 2% in FY 04 and FY 05, respectively.

D. Water Consumption through Second Meters

We also had to estimate the additional water usage for customers who install second meters. To do so, we examined consumption data for customers who recently installed irrigation meters. From this data we found that the average customer with an irrigation meter used approximately 1400 cf through the irrigation meter and approximately 700 cf through the primary water meter. We also determined that the total water consumption for these second meter customers typically increases by 500 cf per month in which second meters are in use. From this data, we were also able to develop a reasonable assumption for the number of months (5.5) that people would use the second meter.

E. Block Allocation

We assumed that 100% of the inside meter water use by these customers occurs in the block one consumption interval (less than 3,333 cf). For second meters, 60% of water use is assumed to be in the block one interval, while 40% is assumed to occur in the block two interval.

4.3 Results

Using the assumptions described in the previous section, we were able to calculate the revenue impacts of the different rate structure alternatives. The water revenues were only affected under the uniform rate alternatives and the second meter alternatives. Under the uniform rate alternative, it is assumed that the rate applied is the higher block 1 rate, so it is not surprising that the revenues exceed the baseline. The water revenues for the second meter alternatives also exceed the baseline due to the assumption that customers who install second meters use additional water. The water revenue analysis is summarized in Exhibit 2.

Exhibit 2



Water Revenue Analysis

Revenues versus Baseline

	<i>Fiscal Year Ending June 30</i>				
	2003	2004	2005	2006	2007
Baseline - Two-Block Rates	\$ -	\$ -	\$ -	\$ -	\$ -
Baseline - Uniform Rates	43,014	43,014	43,014	43,014	43,014
2nd Meter Policy - Two-Block Rates	33,505	53,608	67,010	67,010	67,010
2nd Meter Policy - Uniform Rates	76,519	96,622	110,024	110,024	110,024
90% of Water Usage	-	-	-	-	-
Average Winter Water Usage	-	-	-	-	-

The wastewater revenues show much greater variation, most of which is negative with respect to the baseline. Only the baseline scenario with uniform rates showed increased revenues. The second meter alternative with the current two-block rate structure was well below the baseline, but still considerably better than the 90% of water usage or the average winter water usage alternatives. The 90% of water usage and the average winter water usage alternatives would result in immediate, significant rate impacts if they were implemented as assumed. These impacts could be mitigated to some extent by shifting to a uniform rate and reducing the number of summer months in which they are in effect. The wastewater revenue analysis is summarized in Exhibit 3.

Exhibit 3



Wastewater Revenue Analysis

Revenues versus Baseline

	<i>Fiscal Year Ending June 30</i>				
	2003	2004	2005	2006	2007
Baseline - Two-Block Rates	\$ -	\$ -	\$ -	\$ -	\$ -
Baseline - Uniform Rates	39,174	39,174	39,174	39,174	39,174
2nd Meter Policy - Two-Block Rates	(73,603)	(117,765)	(147,206)	(147,206)	(147,206)
2nd Meter Policy - Uniform Rates	(31,424)	(76,038)	(105,780)	(105,780)	(105,780)
90% of Water Usage	(200,253)	(200,253)	(200,253)	(200,253)	(200,253)
Average Winter Water Usage	(294,768)	(294,768)	(294,768)	(294,768)	(294,768)

It is evident that due to the greater variations, the wastewater revenues have the more pronounced impact on total revenues. The 90% of water usage and the average winter water usage alternatives show large deficits with respect to the baseline due to the wastewater revenue shortfall. It is worth noting that the second meter policy with uniform rates actually recovers slightly more revenue than the baseline. The combined revenue analysis is summarized in Exhibit 4.

Exhibit 4

Combined Revenues

Revenues versus Baseline

	<i>Fiscal Year Ending June 30</i>				
	2003	2004	2005	2006	2007
Baseline - Two-Block Rates	\$ -	\$ -	\$ -	\$ -	\$ -
Baseline - Uniform Rates	82,188	82,188	82,188	82,188	82,188
2nd Meter Policy - Two-Block Rates	(40,098)	(64,157)	(80,196)	(80,196)	(80,196)
2nd Meter Policy - Uniform Rates	45,095	20,584	4,244	4,244	4,244
90% of Water Usage	(200,253)	(200,253)	(200,253)	(200,253)	(200,253)
Average Winter Water Usage	(294,768)	(294,768)	(294,768)	(294,768)	(294,768)

Overall, the revenue analyses indicate that most of the alternatives will result in revenue deficits, which will require rate increases. We developed high-level wastewater rate projection for the alternatives, which are included in Appendix C.

5. *Rate Comparison of Other Regional Utilities*

In order to understand how the City's current water and wastewater rates compare in the region, we conducted a rate water survey of nine nearby utilities and calculated water and wastewater bills for a customer using 1,000 cf per month for each of these utilities. The utilities in the survey are located in either Vermont, New Hampshire, or upstate New York and the results are provided in Exhibit 5.

Exhibit 5



Rate Comparison

<u>Rate Comparison</u>	Monthly Charge (10 ccf)		
	Water	Wastewater	Combined
Burlington, VT	\$ 24.90	\$ 30.70	\$ 55.60
Manchester, NH	\$ 15.90	\$ 15.50	\$ 31.40
South Burlington, VT	\$ 14.95	\$ 16.75	\$ 31.70
Rutland, VT	\$ 18.71	\$ 16.49	\$ 35.20
Town of Essex, VT	\$ 14.49	\$ 23.20	\$ 37.69
Plattsburgh, NY	\$ 21.47	\$ 24.42	\$ 45.88
Concord, NH	\$ 19.70	\$ 26.90	\$ 46.60
Nashua, NH	\$ 25.32	\$ 23.70	\$ 49.02
Shelburne, VT	\$ 20.27	\$ 43.01	\$ 63.28
Montpelier, VT	\$ 36.28	\$ 44.12	\$ 80.39
Average (excluding Burlington)	\$ 20.79	\$ 26.01	\$ 46.80
Median (excluding Burlington)	\$ 19.70	\$ 23.70	\$ 45.88

As Exhibit 5 illustrates, the monthly bill for water and wastewater service of \$55.60 for a Burlington customer with 10 cf of water use is above the comparison group average and represents the third highest combined bill behind Shelburne, VT and Montpelier, VT.

Comparing water and wastewater bills with other representative communities can provide insights regarding a utility's pricing policies. However, care should be taken in drawing conclusions from such comparison, as higher bills may not necessarily mean the utilities are operated and managed poorly. Many factors affect the level of costs and the pricing structure employed to recover costs. Some of the most prevalent factors include geographical location, demand, customer constituency, level of treatment, level of grant funding, age of system, level of general fund subsidization, and rate setting methodology.

6. *Recommendations*

Due to the need for revenue sufficiency, there does not appear to be an approach that DPW can implement that will allow customers to receive a break in the assumed wastewater usage for outdoor water use without requiring rate increases. While some additional water usage is anticipated if second meters are allowed to be installed, it is not sufficient to recover the revenue shortfall from the decreased number of billable wastewater units. If the Commission does not strongly favor providing such a break if it necessitates increasing rates, RFC recommends that DPW keep its current rate structure.

The financial planning models do indicate that rates will need to increase as operating expenses increase because usage, and therefore billable units, are assumed to remain constant (see Appendix C). To mitigate the necessary rate increases, the Commission should consider eliminating the second block and implementing uniform water and wastewater rates. The current rate differential is not significant enough to spur industrial development. The analysis found that by going solely to the block one rate, annual revenues would increase approximately \$40,000 for both water and wastewater. The Commission should also consider removing the pool filling credit. Though it will lead to only \$5,000 to \$10,000 in additional wastewater revenue, it will simplify the billing process and increase billing consistency among customers. Implementing both of these changes will allow the DPW to keep the current rates for an additional year or two.

If the Commission decides that it is necessary to provide some discount with respect to wastewater charges for summer water usage, RFC suggests that DPW implement a modified version of the 90% of water usage alternative. In order to limit the revenue impact, the Commission could implement 90% of water usage for only three months, June, July, and August, and apply it to only residential customers (who as a group are more likely to use moderate amounts of water for outdoor purposes). Using these rate structure characteristics and implementing a uniform rate would result in a relatively minor annual revenue impact, yet it would indicate that the Commission recognizes that not all water used during the summer is returned to the sewer for treatment. The annual impact with respect to the baseline is summarized in Exhibit 6.

Exhibit 6



Annual Revenue Impact of a Modified 90% of Water Usage Approach

	<i>Annual Revenues Versus the Baseline</i>		
	Water	Wastewater	Combined
Baseline - Two-Block Rates	\$ -	\$ -	\$ -
90% of Water Usage - Modified	43,014	(61,027)	(18,013)

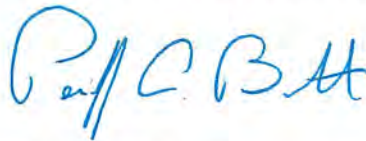
The other alternative that appears promising is to allow second meters but switch to a uniform rate. As shown in Exhibit 4, this alternative has revenues that are slightly greater than the baseline, so it would satisfy revenue concerns. It would also appease some customers that are interested in outdoor water usage. Implementing this alternative would, however, lead to additional challenges for Staff.

Ms. Laurie Adams
City of Burlington Public Works Department

Page 12
August 28, 2002

We wish to express our appreciation to you and the members of your staff for their cooperation, input, and assistance. It has been a pleasure to be of service to the City of Burlington in conducting the review of the City's existing rate design as it relates to seasonal water use. If you have any questions regarding the contents of this report, please contact Mr. Frank Davis or me. We hope to have an opportunity to assist the City with future projects.

Very truly yours,
RAFTELIS FINANCIAL CONSULTING, PA



Peiffer A. Brandt
Manager

Attachments

APPENDIX A – SURVEY RESULTS MATRIX

**City of Burlington Rate Review
Second Meter Survey**

Question	Mansfield, MA	N. Andover, MA	Lexington, MA	Watertown, MA	Belmont, MA	Brookline, MA	Waltham, MA
Implementation date	Approximately 1998	Approximately 1975	Approximately 1998	Approximately 1986	Approximately 1985	Approximately 1993	Approximately 1983
Issues leading to policy	Paying Sewer on outside water use	Paying Sewer on outside water use	Increased water conservation costs	Increase in Sewer Authority Rates	Paying Sewer on outside water use	Paying Sewer on outside water use	Paying Sewer on outside water use
Number of second meters	600-900	700-1,000	2,000	178	2,000-3,000	800	1,500-2,000
Total customers	6,000 total meters (2,000 w/ sewer)	8,000	10,000	8,000	7,500	10,000	15,000
Total cost to install second meter	\$120 meter installation, customer pays plumbing work.	City meter cost plus labor, customer pays plumbing work.	\$225 to \$275, meter exchange program also included.	\$200 to \$250, plumbing permit for irrigation system.	\$270 to \$320, plumbing permit required	No City charge, total costs for plumber's installation	No City charge, total costs for plumber's installation
Does this recover the full cost to install	Yes	Yes	Yes	Yes	Yes	No	No
Other costs to the customer	No	Yes, for backflow tests required by State	Yes, backflow test for commercial	Yes, for backflow tests required by State	Yes, for backflow tests required by State	Yes, backflow test for all meters	Yes, backflow test for commercial
Second meter assessed a different water rate	Yes - Block 4 rate (\$4.10 per cf)	Yes - Higher irrigation rate (\$4.25)	Yes - Block 4 rate (\$4.76 per cf)	Yes - Block 4 rate (\$4.63 per cf)	No - \$3.45 per hcf	No - \$3.40 per hcf	No - 0-700hcf \$1.61; 701-1,500hcf \$1.90; 1,501-4,000hcf \$2.50; >4,000hcf \$3.05
Second meter assessed a wastewater rate	No	No	No	No	No	No	No
Second meter assessed a different wastewater rate	No	No	No	No	No	No	No

APPENDIX B – LIST OF MODEL ASSUMPTIONS

**City of Burlington
Rate Design Review
List of Model Assumptions**

Program Expenses

- 1% annual increase in water expenses. This is based on the recent historical trend.
- 3% annual increase in wastewater expenses. This is based on the recent historical trend.
- Transfers of \$900,000 in FY 2007 and \$800,000 in FY 2008 are estimated to help fund balloon payments for wastewater in FY 2010 and FY 2014.

Other Revenues

- 0% annual increase in other revenues for water.
- 0% annual increase in other revenues for wastewater.

Demand

- 0% annual growth in new customer accounts.
- 0% annual growth in water consumption.

Second Meter Accounts (Alternatives 3 & 4)

- 5% of total one meter customers install second meters in FY 2003.
- 3% of total one meter customers install second meters in FY 2004.
- 2% of total one meter customers install second meters in FY 2005.
- 0% of total one meter customers install second meters after FY 2005.
- Average monthly increase in consumption by second meter accounts assumed to be 500 cubic feet ("cf").
- Average number of months second meter accounts are assumed to be billed is 5.5.
- 100% of original meter ("inside meter") consumption in rate one interval (less than 3,333).
- 0% of original meter ("inside meter") consumption in rate two interval (above 3,333).
- 60% of second meter consumption in rate one interval (less than 3,333).
- 40% of second meter consumption in rate one interval (above than 3,333).
- 700 cf average consumption within rate one interval for second meter.
- 1,400 cf average consumption within rate one interval for second meter.

Allowance for Outdoor Water Usage

- 90% of five month (June – October) summer water usage for Alternative 4 (90% Allowance).
- Three-month (January – March) winter average assumed for five month (June – October) summer water usage for Alternative 5 (Winter Average).

APPENDIX C – PROJECTED RATES

Wastewater Rates

<i>Fiscal Year Ending June 30</i>				
2003	2004	2005	2006	2007

Baseline

Two-Block Rates

Block 1	\$3.07	\$3.07	\$3.14	\$3.28	\$3.34
Block 2	\$3.02	\$3.02	\$3.09	\$3.23	\$3.29

Uniform Rate

Rate	\$3.07	\$3.07	\$3.11	\$3.25	\$3.31
------	--------	--------	--------	--------	--------

2nd Meter Policy

Two-Block Rates

Block 1	\$3.10	\$3.10	\$3.21	\$3.35	\$3.43
Block 2	\$3.05	\$3.05	\$3.16	\$3.30	\$3.38

Uniform Rate

Rate	\$3.07	\$3.07	\$3.16	\$3.30	\$3.38
------	--------	--------	--------	--------	--------

Current Irrigation Meter Policy

90% of Water Usage

Block 1	\$3.20	\$3.20	\$3.27	\$3.41	\$3.47
Block 2	\$3.15	\$3.15	\$3.22	\$3.36	\$3.42

Winter Average

Block 1	\$3.26	\$3.24	\$3.33	\$3.46	\$3.53
Block 2	\$3.22	\$3.21	\$3.30	\$3.44	\$3.51

Please note that these are high-level projections and should not be construed to be the recommended rates for the upcoming years.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
<http://www.burlingtonvt.gov/DPW/>

Nathan Lavery
CHAIRMAN
PUBLIC WORKS COMMISSION

MEMORANDUM

TO: Miro Weinberger, Mayor
Burlington City Council

FROM: Nathan Lavery on behalf of the Public Works Commission

DATE: July 3, 2014

RE: Public Works Commission Annual Report for FY2014

2014: The Year in Review

2014 was a year of significant transition in the Department of Public Works. Chapin Spencer was appointed to the position of Director of Public Works and Norm Baldwin was appointed to the position of City Engineer; Steve Goodkind previously held both posts. Mayor Weinberger sought advice and consultation from the Public Works Commission during the process of identifying a suitable replacement for Mr. Goodkind, and the Commission was pleased to support these appointments.

Working with Director Spencer, the Public Works Commission developed and adopted broad goals for the Department, as well as a work plan for FY2014 and FY2015. This exercise was undertaken in response to the Commission's desire to take a more long-term, strategic approach to oversight of the Department. The results of this process are available from the Public Works Commission website (<http://www.burlingtonvt.gov/DPW/Commission/Agendas>).

Numerous parking issues come before the Public Works Commission every year, and FY2014 was no exception. However, FY2014 marked the beginning of an exciting and necessary effort to rethink parking in downtown Burlington. The Commission supported the resolution establishing the Downtown Parking Initiative, participated in the Downtown Parking Summit, and has representation on the Initiative's Advisory Committee.

The Public Works Commission also dealt with a number of routine issues, including approval of the annual street paving plan, licensing of trash haulers, and hearing code enforcement appeals. Additionally, the Public Works Commission dealt with numerous requests from city

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

residents and businesses, such requests include establishing or removing special parking restrictions, and installation of new street signs and crosswalks.

Finally, the Commission has worked to improve the transparency of its operation by making meeting materials available online in advance of monthly meetings so that the public can review the same materials used by the Commission to make its decisions.

2015: Goals and Objectives

The Public Works Commission has an ambitious list of objectives for FY2015. These objectives are aligned with the three goals established for the Department of Public Works. Subsequent annual reports will allow the City Council and the public to measure the Commission's actual performance against these objectives. The Commission believes this approach will enhance accountability and transparency.

Goal #1: Operational Excellence

Objective 1-A: Finalize Commission work plan for FY'14 – FY'15 (**complete**)

Objective 1-B: Establish department-wide key performance indicators

Objective 1-C: Develop sustainable capital plans for at least one asset group

Objective 1-D: Oversee development of an annual performance report

Goal #2: Exemplary Customer Service

Objective 2-A: Establish key performance indicators for customer service

Objective 2-B: Ensure high degree of public access to the Commission and its work

Goal #3: Forge a Culture of Innovation

Objective 3-A: Partner with staff in vetting and advancing new ways of delivering our services

Objective 3-B: Offer each Commissioner an opportunity to learn about policy and governance issues related to our mission

Objective 3-C: Implement downtown parking pilot projects

Objective 3-D: Vet and advance adoption of new transportation design guides

Chapin Spencer
Director of Public Works

Patrick Buteau
*Assistant Director DPW
Parking & Fleet Services*



645 Pine Street Suite A
Post Office Box 849
Burlington, Vt. 05402-0849
(802) 863-0460 BUS • (802) 863-0466 FAX
(802) 863-0450 (T.T.Y) For Hearing Impaired
pbuteau@burlingtonvt.gov

MEMORANDUM

To: Public Works Commission
From: Chapin Spencer, Director
Patrick Buteau, Assistant Director
Date: July 09, 2014
Subject: Parking System Improvements & Proposed Rate Changes

This memo proposes parking system improvements and rate changes for approval by the Commission at its July 16 meeting. The Downtown Parking Improvement Initiative - a public / private partnership between the Burlington Business Association, the Community & Economic Development Office and the Department of Public Works established by City Council resolution in November 2013 - was charged with the following mission: "To listen, learn, and experiment so that stakeholders can identify and propose new and improved ways to manage, operate and maintain Burlington's public and private parking assets in the city's core." The initiative has two main goals:

- Improve the customer parking experience
- Ensure a sustainable parking system, including safe City parking structures

We are pleased to bring forward the first major set of action items out of the Downtown Parking Improvement Initiative for your consideration. This packet of phase one proposals includes:

- Detail of proposed phase one rate changes
- Map of proposed downtown core designation
- Letter of support from Desman Associates regarding phase one proposals
- Executive summary and cost estimates from the draft garage assessment

WHY NOW?

There are three main reasons that we are bringing forward the phase one proposals below for the DPW Commission's consideration at this time:

1. There is a real cost associated with parking and the Traffic Fund must secure additional revenue to balance the FY15 budget, invest in new technology, and begin making the urgently needed capital investments called for in the soon-to-be-completed garage assessment (draft summary and costs attached).
2. We want to begin to roll out customer service improvements and parking policy reforms that our parking study consultant has identified as straightforward

adjustments that will improve the downtown parking experience (please see the attached letter from Desman Associates).

3. We seek to follow the Council resolution's guidance to "learn and experiment" with pilot projects and new technology that will provide data to inform the Downtown Parking & Travel Plan and future efforts.

ANTICIPATED BENEFITS OF PHASE ONE SYSTEM IMPROVEMENTS:

- The installation of up to 300 smart meters in the downtown core that accept credit-cards and are compatible with future pay-by-phone service will improve convenience for customers (The Board of Finance has approved the funding for this purchase and the Council will vote on this at their July 14th meeting)
- The initial immediate consultant-identified repairs on the parking garages will be undertaken so that we can maximize the lifespan of these facilities
- Enhanced security and janitorial services at garages will improve customer experience by creating more welcoming structures
- A new automated lane at Marketplace garage will offer quicker and more convenient exiting
- New technology will allow for pilots and data collection so we can assess effectiveness of changes and customer utilization
- Price differentiation and policy changes will increase parking availability in high demand on-street locations – even while removing time limits
- Installation of a comprehensive downtown wayfinding system for improved navigation to parking resources
- A 90-day pilot installation of 5 multi-space meters (kiosks) downtown will offer the opportunity to compare new single-space and multi-space meters side by side

SUMMARY OF ASSOCIATED RATE CHANGES:

To achieve the benefits above, we are proposing the following rate increases for the Commission's approval:

- Increase rates at the new smart meters in the core to \$1.50/hour with no time limit (except for existing 15 minute meters which will remain)
- Extend enforcement times at the new smart meters to 10pm to ensure turnover and availability of prime spaces (Note: Daytime rates will remain the same outside the downtown core and parking after 6pm will still be free outside the downtown core – see map)
- Increase hourly rate at Marketplace garage by \$2/hour up to a new maximum of \$10/day
- Increase the hourly rate at Lakeview and College garages by \$1/hour while maintaining the current \$8/day limit
- Increase monthly lease rates by \$5-6/month
- Increase meter hood fees to \$15 for 12-hour bags and \$30/day for 24-hour bags
- Add ~35 on-street meters in the few downtown areas that still do not have meters (approval for this to be sought at the August Commission meeting)

These rate adjustments are further detailed on the following pages. Note that the last rate changes for downtown parking occurred in 2008 and 2009. In total, the proposed rate changes are estimated to generate an additional \$493,000 in FY'15 and will:

- Close the current \$250,000 FY'15 budget deficit in the Traffic Fund
- Make approximately \$100,000 of immediate capital repairs on the garages (the first phase of the necessary re-investment into these facilities)
- Enable the Traffic Fund to invest in new technology including the smart meters and the Marketplace garage automated lane
- Enhance operational investments in security and janitorial services
- Begin to restore a positive fund balance to the Traffic Fund for future investments and unforeseen emergencies

We are requesting Commission approval of these attached rate changes which will also include the updating of any necessary ordinances affected by these changes. Our intent is for these increases and changes to become effective October 1, 2014.

The Downtown Parking Initiative is part of a larger review of the City's parking and transportation infrastructure, which includes four parking-related studies currently underway (with lead consultants and target completion dates):

- **Downtown Parking & Travel Plan** (Desman Associates, early 2015)
- **Parking Garage Assessment** (Hoyle Tanner & Associates, July 2014)
- **Transportation Demand Management Action Plan** (RSG, early 2015)
- **Parking Study in Residential Areas** (RSG, early 2015)

The Downtown Parking Initiative has hosted meetings with downtown stakeholder groups such as faith-based communities, arts and culture organizations, bike/pedestrian advocates, etc. In addition, we have presented updates to the following bodies:

- Church Street Marketplace Commission
- The City Council Transportation Energy & Utilities Committee
- The Public Works Commission

PHASE 2 PARKING SYSTEM IMPROVEMENTS (Summer 2015)

After the completion of the various parking-related studies in early 2015, we expect a second round of recommended technology upgrades, policy changes and rate adjustments to come forward. Recommendations may include implementation of pay-by-cell technology, modification to the 2 Hour Free program in municipal garages, enforcement of on-street meters on Sundays, etc.

Commissioners and members of the public are encouraged to stay engaged over the coming months. More parking information can be found on the BBA website [here](#) and the DPW website [here](#).

Please contact either of us with any questions or concerns: Pat Buteau (863-0460, pbuteau@burlingtonvt.gov) or Chapin Spencer (865-5818, cspencer@burlingtonvt.gov). Thank you.

Revenue Enhancements for Parking System

A. Increase Monthly Parking Leases		From	To
5 day monthly lease Mon-Fri		\$75.00	\$80.00
6 day monthly lease Mon-Sat		\$90.00	\$96.00
Elmwood Ave Lot		\$50.00	\$55.00
B. Increase Meter Bag Fees		From	To
12 hour bags		\$10.00	\$15.00
24 hour bags		\$20.00	\$30.00
C. Increase Meter Rates Downtown Core		From	To
New Smart Meters	Price/hour	\$1.00	\$1.50
	Price/day	\$10.00	\$15.00
Number of minutes per coin	\$0.05	3	2
	\$0.10	6	4
	\$0.25	15	10
	\$1.00	60	40
	\$1.50	90	60
D. Downtown Core Only			
Extend Meter Enforcement from 6pm to 10pm			
Eliminate meter time limits except for current 15 minute meters			
E. Increase Marketplace Garage (only) Rates		From	To
Hourly Charges	0.5	\$0.00	\$0.00
Max \$10.00/Day	1.0	\$0.00	\$0.00
	1.5	\$0.00	\$0.00
<u>2 hour free</u>	2.0	\$0.00	\$0.00
	2.5	\$1.00	\$3.00
	3.0	\$2.00	\$4.00
	3.5	\$3.00	\$5.00
	4.0	\$4.00	\$6.00
	5.0	\$5.00	\$7.00
	6.0	\$6.00	\$8.00
	7.0	\$7.00	\$9.00
	8.0	\$8.00	\$10.00
	9.0	\$8.00	\$10.00
	10.0	\$8.00	\$10.00

Revenue Enhancements for Parking System

F. Lakeview/College St. Garages		From	To
Hourly Charges	0.5	\$0.00	\$0.00
Max Remains \$8.00/Day	1.0	\$0.00	\$0.00
	1.5	\$0.00	\$0.00
<u>2 hour free</u>	2.0	\$0.00	\$0.00
	2.5	\$1.00	\$2.00
	3.0	\$2.00	\$3.00
	3.5	\$3.00	\$4.00
	4.0	\$4.00	\$5.00
	5.0	\$5.00	\$6.00
	6.0	\$6.00	\$7.00
	7.0	\$7.00	\$8.00
	8.0	\$8.00	\$8.00
	9.0	\$8.00	\$8.00
	10.0	\$8.00	\$8.00

G. Additional actions not requiring Commission approvals

- 1 Automated lane at Marketplace Garage to allow for 24/6 operations with enhanced security and credit card payment only after hours.
- 2 Pilot program with 5 multispace meters in Main St surface lot and St. Paul St. block between Main and College Streets.
- 3 Elimination of Early Bird Program replaced with monthly leases.

N 1/4 1/4



- ELMWOOD AVENUE LOT
77 LEASED SPACES
- PEARL STREET LOT
15 TEN HOUR METERS
15 THREE HOUR METERS
- SOUTH UNION STREET LOT
21 THREE HOUR METERS
- COLLEGE STREET LOT
22 TEN HOUR METERS
25 THREE HOUR METERS
- MAIN STREET LOT (NEW)
13 TEN HOUR METERS
6 THREE HOUR METERS
7 LEASED SPACES
- MAIN STREET LOT (OLD)
24 THREE HOUR METERS
- KING STREET LOT
40 TEN HOUR METERS

3 HOUR BLUE METER - 920	30 MINUTE YELLOW METER - 39	TOTAL NUMBER OF METERED PARKING SPACES - 1212
10 HOUR BROWN METER - 246	15 MINUTE YELLOW METER - 22	1030 - METERS ON THE STREET
		188 - METERS IN THE LOTS

Chapin Spencer
Director
Department of Public Works
645 Pine Street
Burlington, VT 05401

Thursday, July 03, 2014

RE: *Review of Proposed FY2015 Traffic Fund Enhancements
Burlington Parking & Transportation Plan
Project # 20-14121.00-3*

Dear Mr. Spencer:

The Burlington Traffic Fund is a \$4.7 million per year special revenue fund intended to cover parking facility operations and maintenance, provision of school crossing guards, and repair and replacement of traffic signs and signals. The fund is intended to be self-sustaining, without subsidy from the City to meet its annual obligations.

As has been projected for over a year, policy changes will be needed in FY15 to keep the fund solvent and to make necessary investment in the City's three parking garages. In preparation, the Administration has been pursuing a unique collaboration among the Community and Economic Development Office (CEDO), the Department of Public Works (DPW), and the Burlington Business Association (BBA). The DPW is currently awaiting the results of an engineering investigation into the garages that is expected to show a need for substantial reinvestment, and consultant recommendations regarding a range of possible revenue enhancements and operational changes focused on making the Traffic Fund solvent and improving the parking experience in Burlington. Early in FY15, the Administration expects to approach the Public Works Commission regarding fee changes and to return to the Council for a budget adjustment once the studies are complete.

As part of our engagement to provide the City with a Parking and Travel Management Plan, DESMAN Associates ('DESMAN') was asked to review a program of twelve (12) proposed program changes intended to augment current revenues feeding into the Traffic Fund. DESMAN reviewed the proposed enhancements from four critical perspectives:

1. Will the proposed enhancement improve the customer experience?
2. Are the projected benefits of the proposed enhancement fiscally reasonable and achievable?
3. Are the proposed enhancements aligned with municipal parking management best practices?
4. Will the proposed enhancement support Burlington's stated objectives for the Parking and Transportation Plan study?

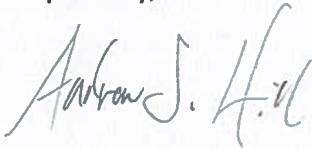
DESMAN is satisfied that the twelve initiatives meet these one of more of these criteria. For example, introducing credit card acceptance at meters and instituting pay-by-cell are both service enhancements to the general public. Raising rates and/or eliminating subsidies (i.e. free parking) will not only strengthen the fund, allowing the DPW to reinvest in facilities thereby improving condition and service,

but it will also provide incentive for the public to consider transportation alternatives in keeping with the "Transportation Demand Management" portion of the study. Similarly, adding meters, introducing automated pay stations, and/or extending enforcement hours have the effect of incenting consideration of alternative travel modes, providing higher standards of service to non-scofflaws and generating additional review for system improvements. Finally, in reviewing these proposed initiatives, DESMAN could not identify any action which would run counter to what we anticipate will be our final recommendations for action to the City at the conclusion of our engagement.

In addition, in our opinion the proposed initiatives meet the standards of being "Fair, Factual and Forward" as outlined in the Mayor's Budget Memorandum to City Council, maintaining "restraint and prudence", and addressing challenges to the Traffic Fund.

DESMAN endorses and supports the enhancements as presented. Should you have any questions or require expansion on this matter, please contact the undersigned at either ahill@desman.com or (857) 753 – 1418.

Respectfully,



Andrew S. Hill, Senior Consultant/Associate
DESMAN Associates

CC: Patrick Buteau, Assistant Director – Burlington Department of Public Works

c:\users\ahill\desktop\20-14121.00-3 burlington parking plan\deliverables\fy15 traffic fund enhancement letter_3july2014.docx

1 EXECUTIVE SUMMARY

The team of Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner), Freeman, French, Freeman (FFF), and Kirick Engineering has been retained by the City of Burlington to perform a detailed conditions assessment with repair recommendations and budgetary considerations at the Market Place Parking Garage in Burlington, VT. These recommendations include immediate, short term, mid term, and long term needs as well as long term maintenance. This report summarizes our field observations, engineering opinions, and estimated costs.

The Marketplace Garage is a "modified" double helix comprised of post tensioned cast-in-place concrete slabs and beams supported by cast-in-place concrete columns. Post Tensioning (PT) systems are typically used to reduce the structural depth of the slabs and beams to minimize the overall weight of the garage and to provide a more economical design. Each helix is 114' wide by 141' long, reference Appendix B for garage floor layout plans. This 5 level structure was opened in 1976 and serves as an important public parking facility for the Church Street Marketplace as well as other downtown destinations. There are two vehicular entrances on the first level of the garage; a south entrance from Bank Street and North entrance from Cherry Street. There is one exit from the Garage on the second level that outlets onto South Winooski Avenue. Three detached stair towers provide pedestrian access into and out of the garage. These are indicated on the original garage plans alphanumerically and labeled in the garage based on street access. They are as follows; Stair Tower A (Church Street), Stair Tower B (Cherry Street) and Stair Tower C (Bank Street). Stair Tower A houses two elevators in a single shaft in addition to stairs.

In preparation of this report the following assumptions were made:

- No record drawings are available for this garage. Therefore, the exact layout including size of the post tensioning tendons is unknown. The Design Drawings provided indicated the PT system for the slab was performance specified for the Contractor to design.
- The interior of the elevator shaft was inspected for structural and architectural considerations. The elevator and associated equipment are routinely inspected and maintained under a separate contract.

There are many issues in the Marketplace parking garage that require repair or replacement. Understanding the level of capital investment required for this garage, this report has attempted to categorize repairs that allows for spending to be budgeted and spread over multiple years. All of the recommendations are important to the long term integrity of this garage, if they can be coordinated and completed sooner we recommend doing so. We have also included recommendations for general housekeeping and preventive maintenance schedules. Deferred capital spending will lead to more costly, more structure-critical repairs.

During our inspection we identified the following issues that should be addressed as soon as possible:

1. Remove loose overhead grout patch from the underside of the construction joint at Level 1 D-E Ramp at Beam Line 4 (JS-3: this nomenclature is used with the

- report to key identified issues and is further explained in the Conditions Assessment Section of the report)
2. Patch concrete spalls with exposed reinforcing steel until more permanent floor surface repairs can be completed (CS-3)
 3. Cover electrical junction boxes and patch spall locations until more permanent floor surface repairs can be completed (CS-4)

The most pressing issues at this garage stem from poor quality control during the original construction of the garage. Some structural elements, including the concrete slab and columns were constructed with inadequate concrete cover over reinforcing bars and PT strands which accelerates the rate of reinforcing corrosion and concrete deterioration.

Though there are many repairs and improvements necessary for this garage, much of the structure is still in serviceable condition. If repairs are completed within the recommended timeframe, future issues are quickly addressed, and a strong maintenance plan is adhered to this structure can be serviceable for another 15 to 20 years.

When considering alternatives at this garage location, recent average construction costs are at approximately \$25,000 per parking space for new parking garage facilities. So to reconstruct a new garage at this location, matching the existing 400 parking spaces would cost approximately \$10,000,000 (including engineering fees and demolitions costs).

1 EXECUTIVE SUMMARY

The team of Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner), Freeman, French, Freeman (FFF), and Kirick Engineering has been retained by the City of Burlington to perform detailed conditions assessment with repair recommendations and budgetary considerations at the College Street Parking Garage in Burlington, VT. These recommendations include immediate, short term, mid term, and long term needs as well as long term maintenance. This report summarizes our field observations, engineering opinions, and estimated costs.

The College Street (formerly Burlington Square) parking garage is a precast prestressed concrete structure constructed with a Bay Side By Side layout using three rows of "double-tee" beams for the deck that is approximately 174' long by 252' wide. Reference Appendix B for garage floor layout plans. This 4 level structure plus partial roof was opened in 1985 and now serves as the main parking for the Hilton Hotel guests as well as many downtown businesses including Peoples United Bank and Fletcher Allen Health Care. The garage is centrally located within the downtown district midway between Church Street and the Waterfront. There are three vehicular entrances to the garage; the first floor entrance under the Hilton Hotel from Battery Street, the second floor entrance from College Street, and the fourth floor entrance from the Lakeview Parking Garage.

In preparation of this report the following assumptions were made:

- The garage was inspected within the limits of its footprint (generally 252' x 174'). The skywalk to the hotel, walls and ceiling of the tunnel (on Level 1) below the hotel are not owned by the City and are not included in this report.
- The interior of the elevator shaft was inspected for structural and architectural considerations. The elevator and associated equipment are routinely inspected and maintained under a separate contract.

There are many issues in the College Street parking garage that require repair or replacement. Understanding the level of capital investment required for this garage, this report has attempted to categorize repairs that allows for spending to be budgeted and spread over multiple years. All of the recommendations are important to the long term integrity of this garage, if they can be coordinated and completed sooner we recommend doing so. We have also included recommendations for general housekeeping and preventive maintenance schedules. Deferred capital spending will lead to more costly, more structure-critical repairs.

During our inspection we identified the following issues that should be addressed as soon as possible:

1. Remove loose overhead concrete from spalled areas on double tee beams and inverted tee beams. Particularly prevalent on the underside of Level 2 framing this presents a hazard to pedestrians and vehicles below. (DT-8: this nomenclature is used with the report to key identified issues and is further explained in the Conditions Assessment Section of the report)
2. Repair beam bearing condition on Level 2 framing at Grid B/2. (DT-9)

3. Cover and protect exposed wiring connections (ED-1)
4. Repair surface spalls on stair treads. These present a dangerous tripping hazard. (ST-1)
5. Replace concrete pedestrian ramp on Level 4 by the Northeast stair tower. Accelerated concrete failure and voids present pedestrian hazard. (RA-1)

Almost all of the issues in this garage stem from poor drainage pitch and poor drain placement. Sealants, membranes, and concrete integrity break down faster due to ponding, deicing salts carried by vehicular traffic, and freeze/thaw cycles. Because of this it should be anticipated that garage maintenance will be more frequent and will be more costly than for a standard garage of this size and age.

Though there are many repairs and improvements necessary for this garage, much of the structure is still in serviceable condition. If repairs are completed with the recommended timeframe, future issues are quickly addressed, and a strong maintenance plan is adhered to this structure can be serviceable for another 20 to 30 years.

When considering alternatives at this garage location, recent average construction costs are at approximately \$25,000 per parking space for new parking garage facilities. So to reconstruct a new garage at this location, matching the existing 460 parking spaces would cost approximately \$11,500,000 (including engineering fees and demolitions costs).

1 EXECUTIVE SUMMARY

The team of Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner), Freeman, French, Freeman (FFF), and Kirick Engineering has been retained by the City of Burlington to perform detailed conditions assessment with repair recommendations and budgetary considerations at the Lakeview Parking Garage (including the Westlake Garage public parking level) in Burlington, VT. These recommendations include short term and mid term needs as well as long term maintenance. This report summarizes our field observations, engineering opinions, and estimated costs.

The **Lakeview Parking Garage** is a steel framed structure constructed with a "Modified" Bay Side By Side layout using three rows of prestressed precast "double-tee" concrete beams for the deck that is approximately 172' long by 252' wide. (Reference Appendix B for garage floor layout plans.) The original structure, opened in 1998, consisted of 3 levels and was later expanded to 5 levels in 2006, supporting a combined total of 678 parking spaces. The garage now serves as the main parking for the Hotel Vermont guests as well as many downtown businesses including Macy's department store and Burlington Town Center. The garage is centrally located within the downtown district midway between Church Street and the Waterfront. The main entrance/exit to the garage is from Cherry Street on the second level. A driveway on the first level connects to the fourth level of the College Street garage.

The Lakeview garage is connected to the second level of the **Westlake Garage** via a driveway at the bottom of the western ramp from the first level. Access to the Westlake Garage is also provided from the Courtyard Marriott Hotel entrance on Cherry Street. Constructed in 2005, this public parking level (garage level 2) holds 59 spaces and is mainly used for Hotel staff and guests. The structure consists of elevated cast-in-place concrete slabs supported on concrete columns. The roof of this parking level supports the paved drive entrance for the Hotel as well as a landscaped garden and hotel terrace area.

In preparation of this report the following assumptions were made:

- The Lakeview garage was inspected within the limits of its footprint (generally 252' x 172'). The skywalk to the Macy's department store is not owned by the City and is not included in this report however it was noted that work is needed in this location.
- The interior of the elevator shaft was inspected for structural and architectural considerations. The elevator and associated equipment are routinely inspected and maintained under a separate contract.
- Only the public parking level of the Westlake Garage was inspected. The first level of this garage holds private parking and was not accessible during our inspection.

There are various issues in the Lakeview parking garage that require repair or replacement. The repair recommendations within this report prioritize the timeframe for the repairs to be completed as either short term or mid term to assist with preparing a plan and budget. We have also included recommendations for general housekeeping and preventive maintenance schedules.

Most of the issues in the Lakeview Garage are a result of typical wear and tear and are repairs that are required as part of routine maintenance. The repairs identified in the Westlake Garage are typically associated with the roof use above.

In general both the Lakeview and Westlake garages are in good condition; most of the repairs and improvements necessary are minor and the structures are currently in serviceable condition. If repairs are completed within the recommended timeframe and a routine maintenance plan is adhered to these structures can be serviceable for another 30 to 40 years.

Though the Westlake Garage is currently in fair condition, and has many years of serviceable life remaining, we recommend the City release ownership of this portion of the structure. With the first level being private ownership, and the Hotel's roof garden and access drive use above, the mixed systems and responsibilities will become increasingly complicated. This garage can easily be separated from the Lakeview Garage, and an entrance can be maintained from the Westlake garage to maintain overflow support. For example the majority of issues noted for this garage in this report are directly related to the Hotel roof garden and paved driveway above. Responsibility and timeframe for the completion of these repairs is not fully in the City's control.

City of Burlington
 Parking Garage Conditions Assessment
 Budgetary Cost Estimate Summary - DRAFT

Garage	Budgetary Cost Estimates				
	IMMEDIATE	Short Term	Mid Term	Long Term	Annual Maintenance
Marketplace Garage	\$16,000	\$2,736,300	\$1,337,700	\$85,000	\$105,000
College Street Garage	\$79,400	\$3,036,200	\$529,500	\$697,700	\$145,000
Lakeview Garage (Including Westlake)	\$0	\$318,500	\$335,500	\$0	\$155,000
Total Cost Per Phase	\$95,400	\$6,091,000	\$2,202,700	\$782,700	\$405,000

Note: The above information has been provided to assist the City with 2014 Garage Repair Planning. The Garage Reports have not yet been finalized and budgetary numbers may change. Budgetary Estimates are based on our field observations, engineering experience, and anticipated scope of work. Further development of design repairs and fluctuations in construction industry costs could impact overall project costs in either direction.



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849

Burlington, VT 05402-0849

VOICE (802) 863-0442

FAX: (802) 652-4221

TO: Nathan Lavery/DPW Commission Chair

From: William Ward *WmW*

Date: July 3, 2014

RE: 12-14 Bradley Street appeal of second Means of Egress order by Code Enforcement

The property manager of 12-14 Bradley Street has appealed inspection finding that the 2nd means of egress from the 3rd floor unit goes through another lockable space which is a bathroom. This appeal affects two units on the third floor of 12-14 Bradley Street.

Property description

The property has 6 units in the 3 story wooden building on Bradley Street between South Union Street and Hungerford Terrace.



Information available in alternative media forms for people with disabilities.

For disability access information call (802) 863-0450 TTY.

An Equal Opportunity Employer

January 2014 Inspection results

Burlington Code Enforcement Inspector Matthew Perry inspected the units on January 16, 2014 and issued a report which had 4 deficiencies to be corrected. Two deficiencies are under appeal which involves an identical condition in both 3rd floor units. Each unit has a traditional egress on the South side which goes downstairs to the Bradley Street sidewalk. Each unit has a 2nd means of egress on the North side of the property which is through the bathroom of each respective unit.

The other two deficiencies were since complied. The remaining issue is a path of egress through a bathroom.

The units are one bedroom units which may mitigate the need for a lockable bathroom if only one resident was present. The danger remains because even one tenant can have a roommate or guests which may result in a need for bathroom privacy and a lock or improvised lock used by tenants. For this reason the path of egress should not be permitted to go through a bathroom/toilette room.

Relevant Code Section

Burlington City ordinance section 18-95 -Means of egress.

Each first and second floor dwelling unit shall have one safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open space or area at grade. Dwelling units on the third floor and above shall have at least two (2) safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open area at grade. At a minimum, standards for the maintenance of a required means of egress shall be governed by the following:

(a) All doors in the required means of egress shall be readily openable from the inner side without the use of keys. Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.

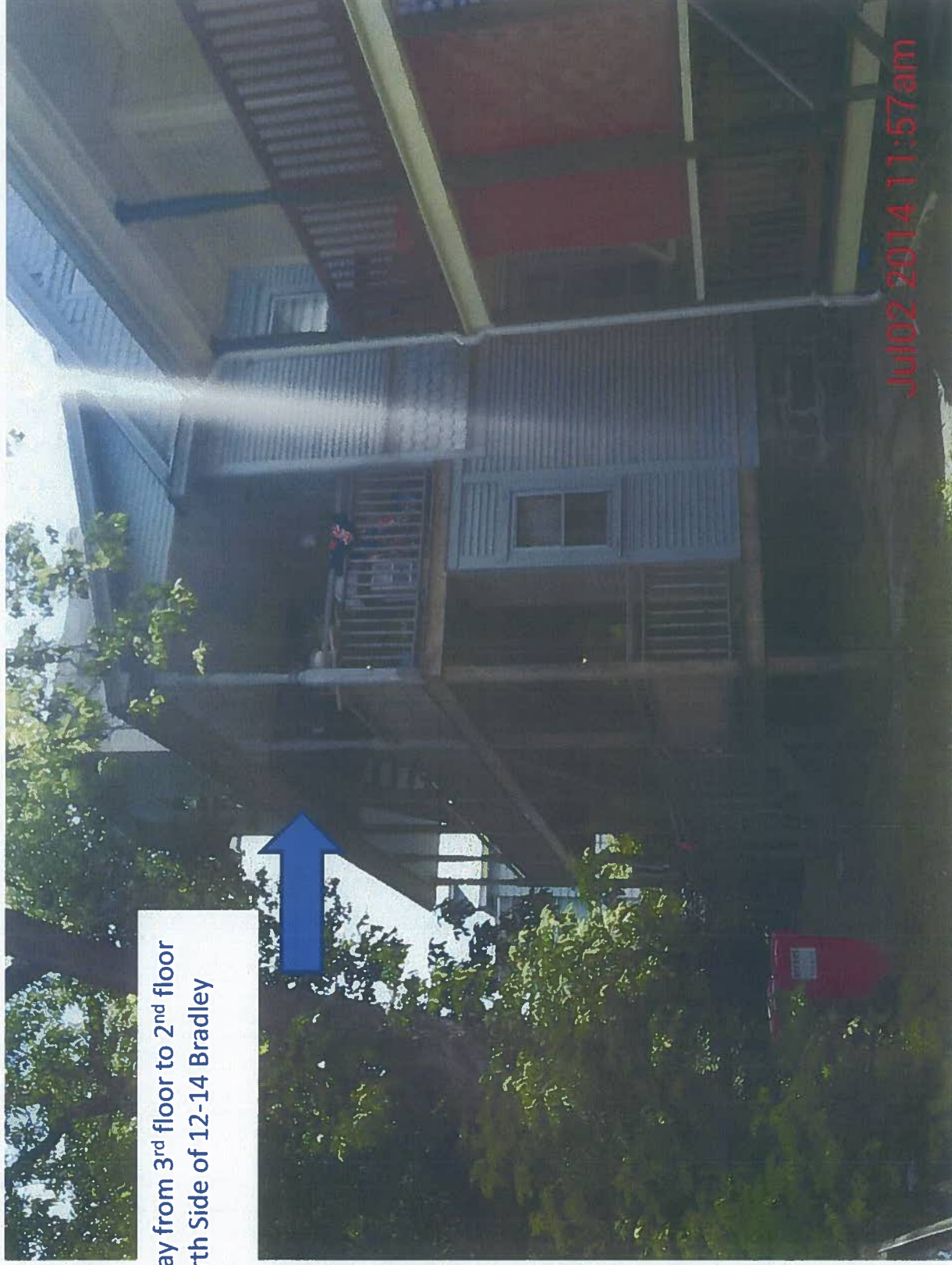
Code Enforcement request to the Public Works Commission

We request the Public Works Commission uphold the findings of the Code Enforcement inspector that 3rd floor units require a second means of egress which does not exit through a bathroom.



12-14 Bradley Street

View from the South

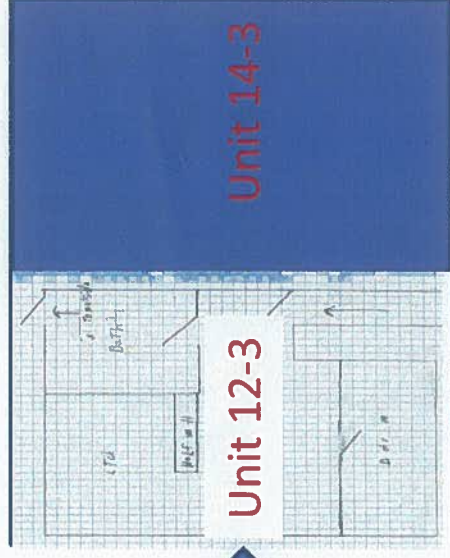
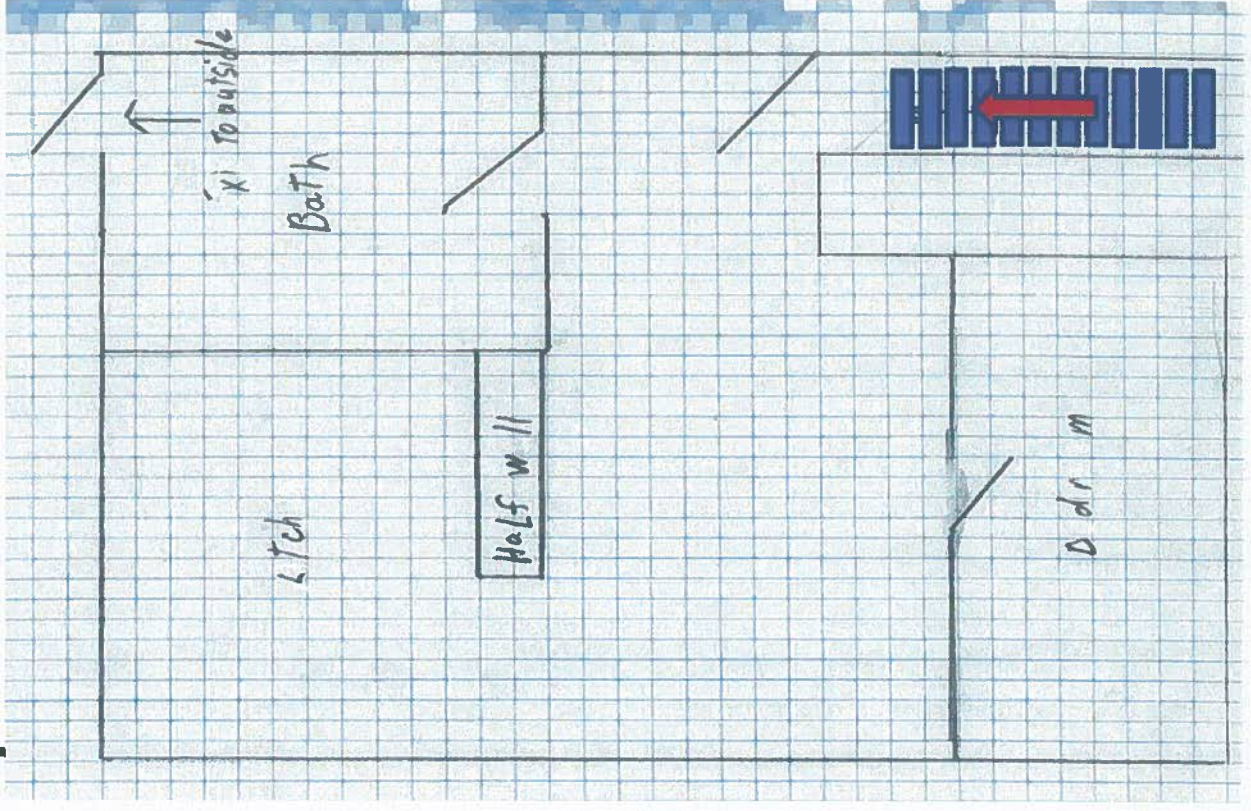


Stairway from 3rd floor to 2nd floor
on North Side of 12-14 Bradley
Street

12-14 Bradley Street
View of northwest corner

Inspector's Sketch of 3rd floor layout

West side unit
enlarged (12-3)



3rd floor

INSPECTION # 262904

Inspection Detail for: **12-14 Bradley Street**

Inspection Date: Jan 16, 2014 Inspector: Matthew Perry

Inspector's report

Unit 12-3 (Item #3 of 4)

Bathroom

Finding: Required egress path goes through bathroom

Remedy: Construct and maintain safe path of egress to code: cannot pass through another unit or bathroom.

Status: Non Complied

Correct By: Mar 3, 2014

Code Section: Means of egress

18-95 Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.

Unit 14-3 (Item 4 of 4)

Bathroom

Finding: Required egress path goes through bathroom

Remedy: Construct and maintain safe path of egress to code: cannot pass through another unit or bathroom.

Status: Non Complied

Correct By: Mar 3, 2014

Code Section: Means of egress

18-95 Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.

Burlington City Ordinance

18-95 Means of egress

Each first and second floor dwelling unit shall have one safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open space or area at grade. Dwelling units on the third floor and above shall have at least two (2) safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open area at grade. At a minimum, standards for the maintenance of a required means of egress shall be governed by the following:

- (a) All doors in the required means of egress shall be readily openable from the inner side without the use of keys. **Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.**
- (b) Ladders or any other exit method which does not comply with the requirements of the building code as adopted by the city in section 8-2 of this Code are not an acceptable means of egress and shall be removed or augmented by an acceptable means of egress.
- (c) All required fire escapes shall be structurally sound and maintained safe and useable and free of snow and ice.
- (d) All required exit signs shall be maintained illuminated and visible.

(Ord. of 8-4-86; Ord. of 11-8-93)

Norm Baldwin

From: Norm Baldwin
Sent: Thursday, June 26, 2014 2:21 PM
To: 'william.howard@hinsdaleproperties.com'
Cc: William Ward; Ned Holt; Chapin Spencer; Eugene Bergman; Nathan Lavery
Subject: 12-14 Bradley
Attachments: 12-14 Bradley Egress Appeal Notice 6_26_14.pdf

Mr.Howard,

Attached is the written notice of your appeal hearing scheduled with the Public Works Commission scheduled at their next Public Works Commission Meeting scheduled for Wednesday, July 16, 2014, at 6:30 p.m.. I have sent the hard copy via certified mail, however to ensure you have been given advance notice as soon as reasonably possible I am sending you this via email.

I will be out of the office this coming week starting this afternoon and will be return Monday July 7, 2014. Please note your written documentation to be included in the commission packet needs to be into our office no later than Monday July 7, 2014 at 4:30 p.m..

Norman J. Baldwin, P.E.
City Engineer/Ass't Director of Public Works
645 Pine Street, Suite A
Burlington, Vermont 05402

Phone: 802.865.5826
FAX: 802.863.0466
Email: nbaldwin@burlingtonvt.gov
WEB: www.burlingtonvt.gov/dpw

Norm Baldwin

From: Norm Baldwin
Sent: Saturday, June 28, 2014 4:37 PM
To: will.howard@hinsdaleproperties.com
Subject: Fwd: 12-14 Bradley
Attachments: 12-14 Bradley Egress Appeal Notice 6_26_14.pdf

Sent from my Verizon Wireless 4G LTE DROID

----- Original Message -----

Subject: 12-14 Bradley
From: Norm Baldwin <nbaldwin@burlingtonvt.gov>
To: "william.howard@hinsdaleproperties.com" <william.howard@hinsdaleproperties.com>
CC: William Ward <wward@burlingtonvt.gov>, Ned Holt <NHolt@burlingtonvt.gov>, Chapin Spencer <cspencer@burlingtonvt.gov>, Eugene Bergman <EBergman@burlingtonvt.gov>, Nathan Lavery <ngl6@georgetown.edu>

Mr.Howard,

Attached is the written notice of your appeal hearing scheduled with the Public Works Commission scheduled at their next Public Works Commission Meeting scheduled for Wednesday, July 16, 2014, at 6:30 p.m.. I have sent the hard copy via certified mail, however to ensure you have been given advance notice as soon as reasonably possible I am sending you this via email.

I will be out of the office this coming week starting this afternoon and will be return Monday July 7, 2014. Please note your written documentation to be included in the commission packet needs to be into our office no later than Monday July 7, 2014 at 4:30 p.m..

Norman J. Baldwin, P.E.
City Engineer/Ass't Director of Public Works
645 Pine Street, Suite A
Burlington, Vermont 05402

Phone: 802.865.5826
FAX: 802.863.0466
Email: nbaldwin@burlingtonvt.gov
WEB: www.burlingtonvt.gov/dpw



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street
Post Office Box 849
Burlington, Vermont 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Norman J. Baldwin, P.E.
*ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY ENGINEER*

June 26, 2014

William Howard
Hinsdale Properties
294 North Winooski Avenue
Burlington, Vermont 05401

NOTICE OF HEARING

Pursuant to Burlington Code of Ordinances Chapter 18, Article III, Division 5, please take notice that the **Public Works Commission** will hold a hearing related to an appeal of a minimum housing code order regarding the fire safety division of the minimum housing code associated with 12-14 Bradley Street at **6:30 p.m. on Wednesday, July 16, 2014 in the Front Conference Room of the Department of Public Works at 645 Pine St.** in Burlington, Vermont.

In order to expeditiously hear this appeal, the Commission needs and hereby notifies you as the appellant to provide it with a short and concise statement outlining the specific items to be heard and addressed by the Commission. This statement must reference the item number from the inspection report you are appealing. This statement must also specify the factual or legal basis of the appeal. Please be advised that items that have been resolved and are no longer being contested between you and the Code Enforcement Office are considered moot and will not be heard by the Commission. Please send a copy of this statement to the Code Enforcement Office.

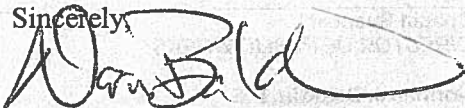
Each party will be given the opportunity to present the facts, as they believe them to be, and to make legal arguments. The Commission will hear testimony and take documentary evidence in support of each party's position.

You are welcome to provide supporting documentary evidence in advance of the hearing. I would strongly recommend, as the appellant, that you provide the Commission with a floor plan for each level and diagram showing your primary and secondary egress routes. The Commission packet is scheduled to go out Tuesday, July 8, 2014 at noon, I would ask that you provide our office with your **documents no later than Monday, July 7, 2014 at 4:30 p.m.. Witnesses must be present;** the Commission will not accept written statements from absent witnesses, even in affidavit form. The Commission will resolve disputed questions of fact and apply the law governing the situation to those facts. If you intend to present documentary evidence, please bring 8 copies of each document to the hearing.

If you are the person who requested the hearing and you fail to appear, your case will be dismissed. If there are special circumstances as to why you cannot appear in person for a hearing, please call 863-9094. Postponement of your case will be permitted only for good cause. If settlement is reached, please notify the Commission immediately.

If you have any questions, please call 863-9094.

Sincerely,



Norman J. Baldwin, P.E.
Assistant Director of Public Works

cc: Eugene Bergman, Assistant City Attorney
Chapin Spencer, Director of Public Works
Valerie Ducharme, Customer Service Representative
Bill Ward, Director of Code Enforcement

UNITED STATES POSTAL SERVICE

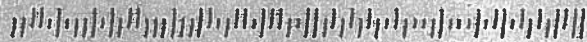
First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Sender: Please print your name, address, and ZIP+4® in this box®

RECEIVED
JUN 30 2014
BURLINGTON PUBLIC WORKS

Burlington Public Works
645 Pine St
Burlington, VT 05401

N. Baldwin



7021 2202 1000 0522 E702

U.S. Postal Service

CERTIFIED MAIL RECEIPT

(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$.48
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.48

6/26/14 KP

Postmark
Here

Sent to: William Howard Hinsdale Properties
Street, Apt. No., or PO Box No.: 294 N. Winooski Ave
City, State, ZIP+4: Burlington, VT 05401

PS Form 3800, August 2006

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- ☐ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- ☐ Print your name and address on the reverse so that we can return the card to you.
- ☐ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

William Howard
HUSKIE Properties
294 N. Winlock Ave.
Burlington, UT 05401

COMPLETE THIS SECTION ON DELIVERY

- A. Signature
X Maureen J. Phillips
- B. Received by (Printed Name) *Maureen J. Phillips* ☐ Agent ☐ Addressee
- C. Date of Delivery
- D. Is delivery address different from item 1? ☐ Yes ☐ No
If YES, enter delivery address below:

3. Service Type

- ☒ Certified Mail® ☐ Priority Mail Express™
- ☐ Registered ☐ Return Receipt for Merchandise
- ☐ Insured Mail ☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number

(Transfer from service)

PS Form 3811, July 2013

Domestic Return Receipt

7023 2250 0001 7082 1023

RECEIVED

FEB 20 2014

BURLINGTON
CODE ENFORCEMENT

February 19, 2014

To whom it may concern:

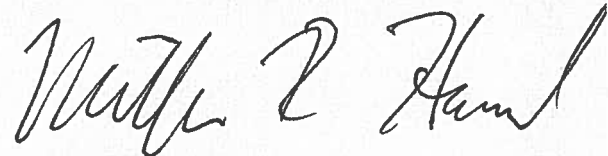
I would like to formally appeal the findings of Inspector Matthew Perry in regards to 12-14 Bradley Street both apartment #3 units. The findings are for non-compliance of code section 18-95 stating that exits through a bathroom are unacceptable. This has been a property of Hinsdale since November of 1973.

This unit is a one bedroom unit at both 12 Bradley and 14 Bradley. The First means of egress is through the main lobby. The second is through the bathroom down the back porch and exiting behind the building. These apartments have been rented this way for numerous years and it has not been an issue upon inspection.

Since purchasing the property there have been many alterations and capital improvements including the addition and construction of those back porches in April of 2006 to meet the requirement for a second egress of those apartments. This issue is in regards to the inspection that was done on January 16, 2014, with a follow up inspection on March 3, 2014.

I look forward to hearing back from you and if there are any further questions or concerns please feel free to email will.howard@hinsdaleproperties.net or at my office 862-1148.

Sincerely,

A handwritten signature in black ink, appearing to read 'Will Howard', written in a cursive style.

William Howard



CODE ENFORCEMENT OFFICE

645A Pine St, PO Box 849

Burlington, VT 05402-0849

VOICE (802) 863-0442

FAX: (802) 652-4221

February 7, 2014

Jonathan Goffe
294 North Winooski Ave
Burlington, VT 05401

RE: Routine Inspection of 12-14 Bradley Street, Inspection 262904

Dear Owner(s):

Thank you for your cooperation with the routine inspection I conducted on Thursday, January 16, 2014 at 1:00:00 PM. My findings are included in this Order. Each deficiency listed must be corrected by the compliance date listed for that item.

A re-inspection has been scheduled for March 3, 2014 at 10:30:00 AM. Tenants must be notified at least 48 hours in advance. All areas of the property must be accessible. Please contact me at least 24 hours in advance, sooner if possible, if this needs to be rescheduled for any reason.

You may submit a written request for an extension of compliance date(s) if you need more time to complete repairs for a valid reason. Extension requests must include the reason the request is necessary and the extended compliance date requested for each item. **Requests must be submitting in writing on our extension request form; verbal requests will not be accepted.** You may obtain an extension request form by phone, at our Office, or on the web at <http://www.burlingtonvt.gov/codeenforcement>. The completed extension request, with all required information, must be approved by our office prior to the compliance date in order to avoid re-inspection fees. For this reason, and because application for an extension does not guarantee that it will be granted, you are encouraged to apply for an extension as early as possible if you anticipate difficulties with the Order compliance date(s).

For information only, please be advised that if this office is unable to verify compliance with the Order by the compliance date(s) and a written extension has not been granted, a \$60.00 re-inspection fee per unit will be charged. You may also be ticketed for the Minimum Housing Standards violations and the rental certificate of compliance may be revoked. Failure to comply with this Order is also a criminal offense.

The decisions stated in this Order and report may be appealed in writing within thirty (30) days of the date of this correspondence, addressed to the Director of the Code Enforcement Office.

Information available in alternative media forms for people with disabilities.

For disability access information call (802) 863-0450 TTY.

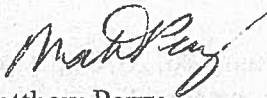
An Equal Opportunity Employer

2/7/2014 12-14 Bradley Street 262904

All plumbing, electrical, and building work performed must conform to applicable Codes and City Ordinances and necessary permits must be procured through the appropriate Inspection Services Office of the Public Works Department (863-9094). Any exterior repairs/modifications or change of use may also be subject to review by the Planning and Zoning Department (865-7188). It is your responsibility to check with these Departments regarding permit requirements. A copy of this Order must be presented at time of application for permits.

Safety codes protect everyone, and we appreciate your time and assistance in keeping Burlington a safe and attractive community. Please feel free to contact me at 802-864-2156 if you have any questions or concerns.

Sincerely,



Matthew Perry
Minimum Housing Inspector

IN: 262904

Inspection Detail for: 12-14 Bradley Street

Inspection Date: Jan 16, 2014 Inspector: Matthew Perry

Page 1 of 2

Unit/Area

Unit 14-2 (Item 1 of 4)

Front door

Finding: Path of egress is obstructed or otherwise unsafe: Locking hasp on the front door of unit 14-2

Remedy: Remove obstructions and maintain safe path of egress at all times.

Non Complied

Correct By: Mar 3, 2014

Code Section: Means of egress

18-95 Each first and second floor dwelling unit shall have one safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open space or area at grade. Dwelling units on the third floor and above shall have at least two safe, continuous and unobstructed means of egress from the interior of the unit to the exterior at a street or to a public open area at grade.

Unit 12-2 (Item 2 of 4)

Bathroom

Finding: Interior wall/ceiling with deteriorated or damaged surface condition: Small hole in the ceiling of the bathroom.

Remedy: Replace/repair deteriorated or damaged interior surfaces. Maintain interior surfaces in sound condition and good repair to code.

Non Complied

Correct By: Mar 3, 2014

Code Section: Floors, interior walls and ceilings

18-72 Interior walls and ceilings shall be maintained in sound condition and good repair. Cracked or loose plaster, peeling paint, decayed wood, and other deteriorated or damaged surface conditions shall be eliminated.

Unit 12-3 (Item 3 of 4)

Bathroom

Finding: Required egress path goes through bathroom

Remedy: Construct and maintain safe path of egress to code: cannot pass through another unit or bathroom.

Non Complied

Correct By: Mar 3, 2014

Code Section: Means of egress

18-95 Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.

IN: 262904

Inspection Detail for: 12-14 Bradley Street

Inspection Date: Jan 16, 2014 Inspector: Matthew Perry

Page 2 of 2

Unit/Area

Unit 14-3 (Item 4 of 4)

Bathroom

Finding: Required egress path goes through bathroom

Remedy: Construct and maintain safe path of egress to code: cannot pass through another unit or bathroom.

Non Complied

Correct By: Mar 3, 2014

Code Section: Means of egress

18-95 Exits from dwelling units shall not lead through other such units or through toilet rooms or bathrooms.



BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, May 21, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Asa Hopkins (via conference phone, 7:25pm), Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:35 p.m.

ITEM 1 – AGENDA

Commissioner Alberry: Remove Item 3.10 (Colchester Ave Taxi Cab Removal) from the Consent Agenda and defer until another time (as per the petitioner's request).

ITEM 2 – PUBLIC FORUM

Maxwell Tracy, Ward 2 City Councilor: Supports the North Avenue Corridor Study alternative offered by LocalMotion for a both-ways bike lane along North Avenue; recommends taking decisive action on sidewalks and sustainable transportation, possibly combining sidewalks bonds with a bike lane bond (and bike path bond?). Asked if this could be sought sooner than a November bond, and offered to collaborate with DPW or attend a future meeting for further discussion.

ITEM 3 – CONSENT AGENDA (Refer to Commission Packet)

3.20 41 King St Parking Request

- “Staff recommends that the Commission:
 - Adopt a 15-minute meter on the north side of King Street in the first space west of South Champlain Street;
 - Adopt a 15-minute meter on the south side of King Street in the second space west of South Champlain Street;
 - Adopt a Vehicle Loading and Unloading Zone on the south side of King Street in the first space west of South Champlain Street;
 - Adopt a parking restriction for the south side of King Street starting at South Champlain Street and extending 31 feet west.”

3.30 Shore Road Parking Request

- “Staff recommends that the Commission deny the petitioner's request to remove parking on the north side of Shore Road.”

Commissioner Alberry moved to approve as amended; Commissioner Archambeau seconded. Unanimous.

ITEM 4 – 237 NORTH AVENUE/PACKARD LOFTS

(Communication, Joel Fleming, Engineer) (Refer to Commission packet)

City Attorney Eugene Bergman was present to provide procedural guidance and clarification to the Commission. Also present and offering comments were Justin Dextrateur (Project Mgr, Hartland Group); Andrew Burke (Business Owner, Scout & Co. Café); Alan Bjerke (resident of Lakeview Terr/Berry St, who distributed a hard copy of his e-mail to the Commission, which he had wanted included in the packet); and Charlene Wallace and Jason Van Driesche of Local Motion).

Director Spencer: This is a follow-up to the briefing DPW provided to the Commission last month. Staff is bringing forward a proposal that acknowledges and addresses the change in the City policy from when this project received its local permit and when it was constructed and - in the middle of that - having the adoption of the new Transportation Plan in 2011. DPW is seeking to strike a reasonable balance

acknowledging that change in policy and the DRB permit required in 2005 to pursue the loading zone pending DPW's approval. After hearing the proposal being brought forward this evening, it is the Commission's prerogative to revise or alter or offer a new proposal.

Mr. Fleming outlined the past month's activities and asked for questions/comments.

Staff is recommending the Commission act to:

- Install a 30-minute 40' vehicle loading zone (see Motion change, below) in front of 237 North Avenue in effect from 7am to 9pm;
- Remove the existing loading zone on Berry Street and replace it with two, 1-hour parking spaces in effect from 7am to 9pm;
- Condition the implementation of these changes on the execution of a signed written agreement between the City and Packard Lofts LLC that commits the property owner to the financial arrangement detailed in the April 16 memo to the Commission."

Commissioner Alberry moved to accept staff's recommendations with one change: The first bulleted recommendation will now read, "Install a 30-minute 40' parking space in front of 237 North Avenue in effect from 7am to 9pm;...(The remaining recommendations will remain as they are, above.)

Commissioner Padgett seconded. Six commissioners voted in favor of the motion; one (Commissioner Porter) was opposed.

ITEM 5 – NORTH AVENUE CORRIDOR STUDY

(Presentation, Nicole Losch, Transportation Planner and Eleni Churchill, Senior Transportation Planning Engineer - Chittenden County Regional Planning Commission)

(Ms. Losch handed out a hard copy of the presentation – brief update of the Study)

The North Avenue corridor has been identified as a "Complete Street" and the study looks at ways to make it optimal for all users, equally. The group is wrapping up the corridor study, but input was still being accepted.

Ms. Losch offered the following links:

<http://bit.ly/north-ave> (Past presentations, minutes, agendas; existing and future conditions report; and contact form); www.burlingtonvt.gov/public-input (Map-based input tool – which includes everything presented at last night's meeting); www.cctv.org (CCTV's recording of last night's public forum).

Next steps:

- Identify preferred concepts (which would then be put into the draft corridor plan which will be finalized this summer);
- Final advisory committee meeting next month;
- Return to the Public Works Commission to give an update on preferred concepts;
- Present to the Transportation, Energy and Utilities Committee (TEUC); and
- Present the final plan to the City Council in July to adopt the Corridor Plan.

The commissioners will digest the information and offer input online by the second week in June.

Jason Van Driesch distributed to the Commission a two-sided handout illustrating a two-way, protected bike facility design which Local Motion submitted to the Chittenden Regional Planning Commission and the City.

DPW will use their own capital program, apply for grants and look at Federal funding, etc. to fund changes over time.

ITEM 6 – FYI BUDGET DISCUSSION (Presentation, Chapin Spencer, Director)
(Refer to Commission Packet)

Director Spencer presented an overview of the Burlington Public Works FY2015 Proposed Budget for the General Fund Programs (which are funded by property tax dollars).

- All General Fund budgets for individual departments are combined into one City-wide General Fund budget.
- The following DPW programs are *not* covered in this budget, as they are enterprise, or special-revenue funded (meant to be self-sustaining): Traffic, Stormwater, Wastewater and Water.
- Two significant changes beginning in FY2015 made by the Clerk/Treasurer's Office:
 - o Stopping intra-general fund transfers between departments/programs; and
 - o Posting *all* personnel benefits in the Administration budget.
- Focusing on asset management (within General Fund and Enterprise Funds).
- Focused on and led a City-wide capital plan for asset investment, both above- and below-ground (taking stock of all facilities, vehicles and assets).

Commissioners Overby and Porter encouraged continued communication and education around budget explanations, either through technology or NPA meetings.

Director Spencer will ask the CAO and get an answer for Commissioner Lavery on the reasoning behind including all benefits under "Administration."

ITEM 7 – MINUTES: 4/16/14 & AMENDED MINUTES OF 10/30/13 (Refer to Commission packet)
Minutes of April 16, 2014: Commissioner Archambeau moved to accept the minutes; Commissioner Overby seconded. Commissioners Alberry and Porter abstained; all others voted unanimously.

Amended Minutes of 10/30/14: Commissioner Alberry moved to accept the minutes; Commissioner Padgett seconded. Commissioner Archambeau abstained; all others voted unanimously.

ITEM 8 – DIRECTOR'S REPORT (Chapin Spencer, Director)
(Refer to Commission packet)

- Joel Fleming is leaving after five years with DPW; he will be working for EIV;
- Traffic Fund update: Still working on potential rate changes and operational improvements. Up next: Two, 90-day pilots for smart meters, and automating a lane at the Marketplace Garage. DPW will likely approach the Commission in July with a package of rate changes after consultant and Parking Advisory review.
- Director Spencer has a conflict and won't be present at the June meeting;
- The Mayor's Office and CAO have asked the Commission to put together a list of accomplishments and progress for past fiscal year.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioners Archambeau, Hopkins Padgett and Porter – Nothing to add

Commissioner Alberry – How do we get Leddy Park Road paved? Assistant Director Norm Baldwin: DPW signed a \$15,000 contract for a shim coat for the Marathon. There are still plans to tear up the road to the sub base, possibly half this summer and half next summer. This money is not coming off the Street Capitol funds; it is being paid for by CIP funding. The road is a Parks Department facility.

Commissioner Overby – Policies for getting permits to block a sidewalk for construction: will be posted to Front Porch Forum with her assistance. Director Spencer handed out a 3-page memo on the permitting program.

ITEM 10 – EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

(To discuss the annual performance reviews of the Director, Chapin Spencer and the City Engineer, Assistant Director Norman Baldwin)

Commissioner Alberry moved to go into Executive Session at 8:40 p.m.; Commissioner Padgett seconded. Unanimous.

ITEM 11 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, June 18, 2014 at 6:30pm. The official meeting adjournment immediately followed the Executive Session.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: July 10, 2014

WELCOME LAURA WHEELOCK!

I am pleased to inform the Commission that engineer Laura Wheelock will join DPW's Plangineering team starting July 14. She is a structural engineer who most recently worked with EIV. I don't know if she'll be able to come to the upcoming Commission meeting to introduce herself, but I'm sure she'll be bringing items to the Commission in the near future.

TRAFFIC FUND & PARKING RATES:

After a number of updates to the Commission over the last few months, we are now ready to bring forward a suite of proposals for your consideration. Please see the attached documents for more information and don't hesitate to contact me or Pat Buteau in advance with any questions.

SIDEWALK FUNDING:

We are continuing to explore funding options for increasing our sidewalk maintenance. Nicole and I will give an update on where we stand on our evaluation and seek your guidance for moving forward. If the public is to have time to consider a ballot item in November, we'd be looking for Commission direction at the August meeting on which funding mechanism(s) and what levels should be brought to the voters.

ASSESSMENT MANAGEMENT EFFORTS UNDERWAY

Objective 1-C of the Commission's FY'15 workplan is to "develop sustainable capital plans for at least one asset group." In addition, the Mayor has called for the City to develop a city-wide capital plan by Town Meeting Day in 2015. To meet these benchmarks, staff is moving decisively to advance a number of asset management efforts:

- Signed contract with a consultant to do a comprehensive assessment of almost all city-owned buildings
- Selected a robust asset management software for prioritizing and managing our capital investments in city facilities
- Selected a consultant to update our sidewalk assessment tool and complete a city-wide assessment of our sidewalk system
- Advancing asset planning efforts in other divisions as well

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

EXPLORING CONSOLIDATED COLLECTION

The Chittenden Solid Waste District is continuing to evaluate the concept of [consolidated collection](#) of the region's trash, recycling, and organics. Consolidated collection is a system where a municipality (CSWD or an individual city, village, or town) contracts with one or more haulers to provide curbside collection service for specific routes or districts within that municipality, rather than have multiple haulers running routes in each neighborhood. I serve as the City's representative on the Board and have voted to continue the evaluation process because the concept continues to show potential benefit for the City. Next year the City will have the opportunity to decide whether it wants to implement consolidated collection should CSWD continue to advance this concept. Please read the attached update at the end of this packet and let me know if you'd like to have this be an agenda item this at an upcoming meeting.

adjustments that will improve the downtown parking experience (please see the attached letter from Desman Associates).

3. We seek to follow the Council resolution's guidance to "learn and experiment" with pilot projects and new technology that will provide data to inform the Downtown Parking & Travel Plan and future efforts.

ANTICIPATED BENEFITS OF PHASE ONE SYSTEM IMPROVEMENTS:

- The installation of up to 300 smart meters in the downtown core that accept credit-cards and are compatible with future pay-by-phone service will improve convenience for customers (The Board of Finance has approved the funding for this purchase and the Council will vote on this at their July 14th meeting)
- The initial immediate consultant-identified repairs on the parking garages will be undertaken so that we can maximize the lifespan of these facilities
- Enhanced security and janitorial services at garages will improve customer experience by creating more welcoming structures
- A new automated lane at Marketplace garage will offer quicker and more convenient exiting
- New technology will allow for pilots and data collection so we can assess effectiveness of changes and customer utilization
- Price differentiation and policy changes will increase parking availability in high demand on-street locations – even while removing time limits
- Installation of a comprehensive downtown wayfinding system for improved navigation to parking resources
- A 90-day pilot installation of 5 multi-space meters (kiosks) downtown will offer the opportunity to compare new single-space and multi-space meters side by side

SUMMARY OF ASSOCIATED RATE CHANGES:

To achieve the benefits above, we are proposing the following rate increases for the Commission's approval:

- Increase rates at the new smart meters in the core to \$1.50/hour with no time limit (except for existing 15 minute meters which will remain)
- Extend enforcement times at the new smart meters to 10pm to ensure turnover and availability of prime spaces (Note: Daytime rates will remain the same outside the downtown core and parking after 6pm will still be free outside the downtown core – see map)
- Increase hourly rate at Marketplace garage by \$2/hour up to a new maximum of \$10/day
- Increase the hourly rate at Lakeview and College garages by \$1/hour while maintaining the current \$8/day limit
- Increase monthly lease rates by \$5-6/month
- Increase meter hood fees to \$15 for 12-hour bags and \$30/day for 24-hour bags
- Add ~35 on-street meters in the few downtown areas that still do not have meters (approval for this to be sought at the August Commission meeting)